

**Technical Advisor: Central Asia
(FP/359)
Based in Almaty, Kazakhstan**

Application deadline: Noon, 10 August 2007
Telephone interviews expected: 22-23 August 2007
Interviews expected: 7 September 2007

Job Responsibilities: **Technical Advisor: Central Asia**

Alliance Mission: The mission of the International HIV/AIDS Alliance is to support communities in developing countries to play a full and effective role in the global response to AIDS.

Overall Role: As a field-based member of the Eastern Europe and Central Asia team of the International HIV/AIDS Alliance Secretariat, the Technical Advisor will help ensure the success of project implementation.

The Technical Advisor will be responsible for providing, coordinating and monitoring support to emerging partner organisations and networks of people living with HIV/AIDS in Central Asia.

This will include advising and supporting the primary partner organisations, regular assessment of partners' capacity development needs, planning and ensuring the ongoing delivery of technical support to partners, supporting regular reporting of project activities, and, in collaboration with other members of the Eastern Europe and Central Asia team, coordinating Alliance efforts with other key stakeholders working on HIV/AIDS at the national and regional levels.

Reporting to: Programme Manager: Eastern Europe and Central Asia

Based at: Almaty, Kazakhstan (with extensive travel to Kyrgyzstan, Tajikistan and Uzbekistan)

Responsibilities:

1. Advise and support the four primary partner organisations

Objective: To support fuller participation of PLHA networks and organisations in the responses to HIV/AIDS in Central Asia.

- Support partner organisations' successful project implementation, through project accompaniment, and providing capacity-building advice to help them run their own projects. This will usually involve one-to-one check-ins and problem-solving support.
- Support partner organisations to better manage their expanding organisations.
- Advise and, where necessary, assist partner organisations in meeting deadlines, particularly related to programmatic and financial reporting.

- Ensure the provision of required guidance and support for the technical, organisational and institutional development of PLHA organisations and networks.

2. Plan, deliver and coordinate technical support to partners

Objective: improved organisational and technical capacities of implementing partners to deliver project activities.

- Identify technical support needs in the areas of organisational and institutional development and, with support from the relevant staff at the International HIV/AIDS Alliance, develop corresponding capacity building support plans.
- Provide technical support in organisational development areas, in collaboration with colleagues from the three technical support partners as appropriate. Areas of organisational development needed by partner organisations may include planning, project management, and monitoring and evaluation; management of staff; documentation and communication; fundraising and resource mobilization; and providing onward technical and financial support to local community groups.
- Provide technical support in institutional development areas, in collaboration with colleagues from the three technical support partners as appropriate. Areas of institutional development needed by partner organisations may include development of appropriate stakeholder relations; collaboration and networking; ensuring accountability, transparency and appropriate governance; strategic planning; and programme and policy advocacy.
- Assist partner organisation staff in preparing and facilitating workshops and one-to-one technical support to its community-based partners as necessary.
- Support and coach partner organisation staff and identified local consultants in the delivery of technical support to local community groups providing AIDS services.
- Collaborate with other members of the Eastern Europe and Central Asia team in the coordination of incoming technical support, provided by the Alliance Secretariat, Alliance Ukraine, the All-Ukrainian PLHA Network, and local resources.
- As appropriate, review terms of reference, brief and supervise consultants, organise de-briefing at the end of technical support delivery and during follow-up support planning.

3. Ensure regular and systematic monitoring and reporting

Objective: To report achievements and outcomes of project activities, and share learning from the project.

- Support partner organisations in monitoring their own programme implementation and implementation by local community groups.
- Ensure regular and systematic monitoring of partners' projects and activities.

- Write and submit timely reports, and collaborate with other members of the Eastern Europe and Central Asia team in ensuring reports to donors are completed and delivered on time.
- Identify aspects of the programme that are suitable for documentation and sharing lessons, with a view to promoting effective practices and approaches supported by the Alliance more widely.

4. External representation and stakeholder relations

Objective: To represent the project in the region and build relations and partnerships with key stakeholders for successful project implementation.

- Participate in the development and maintenance of strong relations between the Alliance and key external institutions, including NGO partner organisations and programmes, key government representatives, donor agencies, international organisations and others.
- Develop appropriate systems and partnerships with other NGOs, local stakeholders and local government for increased coordination and collaboration.
- Work closely with relevant staff at the International HIV/AIDS Alliance and local partners to liaise with donor agencies and other stakeholders to ensure sustainability of activities initiated under this project, and sustainability of community-based HIV prevention, care and support services.

5. Other

Undertake other responsibilities not outlined above which are commensurate with a role of this nature.