

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

The successful candidate will be a highly-motivated self-starter with a commitment to supporting community engagement in responses to HIV/AIDS in the region.

The successful candidate will be able to support the development of NGO/CBO HIV/AIDS programming in Central Asia. The Technical Advisor will also be able to interact effectively with stakeholders who have a variety of perspectives, including grassroots NGOs, people living with HIV and people affected by the epidemic, government and donors.

The successful candidate must have proven technical support skills in the areas of organisational and institutional development. S/he must be able to work independently and as a field-based member of a team with a strong vision of how communities affected by the epidemic can be empowered and supported to play a key role in responding to HIV/AIDS.

S/he must have strong communication skills in both Russian and English.

|  | <b>Essential</b>  | <b>Desirable</b>  |
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| <b>Qualifications/Graduate qualification/ Education/ Knowledge</b> | <p>Understanding of technical support provision that is useful to NGOs/CBOs.</p> <p>Understanding of community-level impacts of the HIV epidemic in Eastern Europe and Central Asia.</p> <p>Familiarity with other issues that are key to HIV epidemics in the region, such as injecting drug use.</p> <p>Knowledge of socio-economic and political realities of the Central Asia region.</p> | <p>Relevant post-graduate qualification such as Management, International Development, Public Health.</p> <p>Knowledge of broader development issues.</p> <p>Technical knowledge in community based HIV/AIDS programming (prevention and care).</p> |
| <b>Experience required</b>   | <p>Experience of project management (work planning, budget management, monitoring and evaluation).</p> <p>Experience of providing support (e.g. management support to teams, coaching, training).</p> <p>Experience of managing stakeholder relations.</p>  | <p>Relevant work experience in the Eastern Europe and Central Asia region.</p> <p>Experience in HIV/AIDS programming.</p> <p>Experience of working in an international NGO or an AIDS service organisation</p> <p>Experience in being managed</p>   |

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|                                      |   | from a distance<br>Experience in community level HIV/AIDS or sexual and reproductive health programming, or programming for key populations such as injecting drug users or sex workers. |
|                                      |   | Experience in developing funding proposals and reporting to a variety of donors.   |
| <b>Abilities and skills required</b> | Ability to communicate fluently in English and in Russian, both verbally and in writing.  | Another relevant working language used in the region.  |
|                                      | Ability to work collaboratively inside the team, the wider organisation, as well as with partners and external stakeholders.  | Ability to design and deliver training including the ability to develop others' training skills.   |
|                                      | Ability to exercise diplomacy and build partnerships and consensus.   | Strong networking and interpersonal skills. Ability to identify opportunities and demonstrate innovation.  |
|                                      | Ability to represent the Alliance in public in presentations, conferences to donors and other stakeholders.   | Capable of working both independently and as part of a team.   |
|                                      | Good analytical skills and attention to detail.<br>High level of computer literacy (primarily in Microsoft Office packages).  |  |
| <b>Personal qualities</b>            | Highly motivated and flexible.<br><br>Strong commitment to HIV/AIDS work.<br><br>Commitment to team work, collaborative working and consensus building.<br><br>Creative and innovative.<br><br>Ability to regularly travel within the region. |  |

**Application deadline:**

**Noon, 10 August 2007**

**Telephone interviews expected:**

**22-23 August 2007**

**Interviews expected:**

**7 September 2007**