

Job Description – Regional Stigma Unit Programme Officer

Post Title	Stigma Unit Programme Officer
Unit	Barbados
Line Manager	Stigma Unit Coordinator
Personal Qualities	<ul style="list-style-type: none"> • Excellent communication and inter-personal skills. • Self-motivated with the ability to work on own initiative. • Capable of managing and developing multiple tasks and objectives, often to tight timescales • A resourceful individual able to work in a busy and often pressurised environment
Skills and Qualifications	<ul style="list-style-type: none"> ▪ A University Degree in public health, economics, development, or relevant field and work/voluntary experience ▪ Experience of working with dependent women, youth or other vulnerable groups such as Persons living with HIV/ADS, Sex workers, men who have sex with men ▪ Some understanding of the global HIV and AIDS pandemic, stigma and Discrimination and its impact on development ▪ Experience of volunteering, campaigning or fundraising for development issues is desirable ▪ Experience of delivering training or teaching or presenting ▪ Good IT, written and verbal communication skills ▪ Belief in the values of AID Inc (See website http://www.aidincorporated.org) and ability to uphold them personally.
Application Process	<p>Please complete an application form and send it to scstraker@aidincorporated.org by Friday 10th April 2009.</p> <p>Please note that CVs will not be accepted alone and applicants must have the right to live and work in the Caribbean</p>
Context	<p>Associates for international development an agency focused on alleviation of social development problems, partnership networks and capacity building for sustainability is in the process of dramatically increasing its regional and international operations and impact.</p> <p>As an integral arm of the agency operations, AID Inc works with its sister organisation - Community Health Action and transformation (CHAT) to provide opportunities for developing individuals and organisations at the grass roots of society to become the change they want to see by playing meaningful roles at the forefront of international development through its their regional programmes:</p> <ul style="list-style-type: none"> • Student and Community Internship Programme • Dance4Life Schools Programme • PANCAP Regional Stigma and Discrimination Unit • Government support programmes • Health systems development initiatives • Accelerating the Private Sector response to HIV and AIDS • Taking action against HIV and AIDS in the UK overseas territories <p>The PAN Caribbean Partnership against HIV and AIDS (PANCAP) regional Stigma and discrimination unit is an exciting regional initiative funded by DFID and KFW and is aimed at actively, steadily and measurably decrease Stigma and discrimination against PLHIV, their families, and other vulnerable groups in the Caribbean region.</p>

	<p>It is hoped by the project end, PANCAP will be better enabled to ensure participating NAPs, civil society and private sector groups develop and implement high quality national programmes to tackle stigma and discrimination, working in partnership with PLWHA and other vulnerable groups.</p> <p>To this end, the following outputs will be achieved through the strategies and activities described below:</p> <ol style="list-style-type: none"> 1. Output 1: CARICOM/PANCAP Unit to tackle stigma and discrimination, related to HIV and AIDS, fully staffed, established and functioning by [to be agreed at inception meeting]. 2. Output 2: Effective stigma and discrimination programmes designed and implemented in the selected countries. Implementation will be phased in but will cover the OECS, Belize, Guyana and Jamaica over the lifetime of the programme, with at least 10 national programmes running by [to be agreed at inception meeting]. <ul style="list-style-type: none"> • Milestone; Initiate at least four major stigma and discrimination programmes at national level during the first year initially on a pilot basis, and feed in best practice and proven methodologies into the design for years two and three 3. Output 3: Baseline, Operational research and evaluation work, with strong gender focus, supports and informs the development of effective programmes at national level, by [to be agreed at inception meeting]. 4. Output 4: Best practices and tested methodologies disseminated by PANCAP, Horizontal Technical Cooperation Group (HTCG) and other groups, elsewhere in the region, in Latin America and internationally by [to be agreed at inception meeting].
Main Duties	<p>The main duties will be to support the Stigma unit programmes in 2009 and the future development of the Unit and other stigma related activities and initiatives of AID Inc and CHAT:</p> <ul style="list-style-type: none"> • Work with the Unit coordinator and specialist Stigma consultant team to undertake regional situational assessments and to deliver dissemination workshops • Deliver capacity building sessions to liaison NGOs in the target countries. • Support vulnerable populations form local organisations in the target countries to participate effectively in the programme to implement their own voluntary activities • Working with the Programme Coordinator to devise and deliver the programme, ensuring all outputs and outcomes are met. • To engage the target organisations in the programme and ensure smooth ongoing relations. • To develop partnerships and networks with relevant individuals and local organisations to enable the unit to resource and deliver the anti -Stigma programme and strategic objectives. • To ensure all expenditure is within set budgets. • To successfully implement the monitoring and evaluation processes of the programme. • To assist with funding reporting and fundraising to ensure the sustainability of the programme.
Time 20%	<ul style="list-style-type: none"> • Support workshop, training and other travel logistics
	<ul style="list-style-type: none"> ▪ Support Programme coordinator and administrator to organise training sessions

	<p>and workshops and forums in target countries and assist in delivery.</p> <ul style="list-style-type: none"> ▪ Work with programme administrator and finance officer in managing logistics of country visits - accommodation, subsistence, preparing routes and timetables, booking a vehicle, hiring equipment.
Time 20%	<ul style="list-style-type: none"> • Engagement of local organisations in Target countries
	<ul style="list-style-type: none"> ▪ Working with the Programme coordinator and managers to <ul style="list-style-type: none"> ○ Create and distribute promotional materials ○ Map stigma activities in the region ○ Maintain a compendium of best practices with regards to HIV stigma reduction world-wide ○ Identify target organisations working on stigma initiatives in target countries ○ Build relationships with networks and influential bodies to secure stakeholder buy in and effective cooperation between grass roots organisations ○ Work with liaison officers in counterpart organisations in the target countries ○ Support vulnerable groups from to implement their own voluntary activities ○ Provide technical guidance vulnerable organisations
Time 10%	<p>Monitoring and evaluation of programme and report writing</p>
	<ul style="list-style-type: none"> ▪ Ensure that evaluation tools are effectively used to measure the impact and success of the programme ▪ Ensure all implementing partners understand the processes and feedback to the stigma unit on their involvement ▪ Collect and analyse data from all programme activities ▪ collate information to generate monthly/quarterly activity reports
• Time 10%	<p>To assist with funding reporting and fundraising to ensure the long term security of the programme</p>
	<ul style="list-style-type: none"> ▪ Assist in producing reports and summaries of the programme as needed, ensuring the contribution of organisations and partners ▪ Support the writing of a final report for co-funders, main donors, programme management and other stakeholders ▪ Assist target organisations in writing fundraising proposals to trusts and foundations ▪ Attend meetings with corporate donors where required.
•	<p>Other</p>
	<ul style="list-style-type: none"> ▪ Other reasonable duties as required, sometimes requiring work on weekends, for which time off in lieu can be taken. ▪ Support other related programmatic activities in the wider context of AIDInc and CHAT

