

POSITION DESCRIPTION

Position Details

Position Title	International Program Specialist
Project/Program Area	Indo-Pacific HIV Partnership program and support to Health Equity Matters' international program
Employment Type	Full-time contract position: May/June 2024 to 30 June 2027
Location	Sydney preferably
Responsible To	Principal Director, International Programs
Responsible For	Nil
Collaborates With	<p>Program level: The partners within Indo-Pacific HIV Partnership program ("the Partnership"). This includes UNAIDS, DFAT, the Program Steering Committee and Implementation Committee along with the two program partners in PNG and Fiji. Other Health Equity Matters staff as relevant.</p> <p>Organisational level: International Advisory Committee (Board Advisory Sub-Committee) and CEO</p>
Further Information	Principal Director, International Programs

About Health Equity Matters

Health Equity Matters' purpose is to end health inequity for our communities, with HIV the core of our mission until the epidemic is over for everyone. Health Equity Matters leads Australia's effort to end HIV transmission and promote the health of our communities. We do so on behalf of our member organisations' who represent lesbian, gay, bisexual, transgender, intersex and asexual communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in LGBTIQA+ health and Australia's HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. Health Equity Matters works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia's response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

Since the early 1990s, Health Equity Matters has fostered the development of regional and country-level responses to HIV and contributed to the development of effective HIV policy and programs. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic. Grounded in principles of community ownership and a partnership approach, Health Equity Matters' International Program works closely with communities most affected by HIV and the organisations that support and represent them, to engage in capacity development, organisational strengthening, policy, advocacy and strategic planning. It has also worked with respective country governments and communities to scale up effective programs that can reduce HIV transmission in the region, sustain investments in community-led HIV prevention programs, and influence more efficient HIV financing policies. Health Equity Matters International Program currently works with over twenty civil society and community-based organisations, the United Nations, World Health Organisation (WHO), the World Bank as well as Ministries of Health and other government stakeholders across ten countries in the Asia and the Pacific.

Health Equity Matters has offices in Sydney, Australia and Bangkok, Thailand.

About the Indo-Pacific HIV Partnership Program

Health Equity Matters, working in partnership with UNAIDS, has been funded by the Australian Department of Foreign Affairs and Trade (DFAT) under its Regional Health Partnerships grant program, implement the Indo-Pacific HIV Partnership program, known as the Partnership. The goal of the Partnership is to: *Strengthen national HIV responses to reduce the burden of HIV in Papua New Guinea, Fiji, Philippines, Indonesia, and Cambodia by 2028, along with targeted regional activities.*

Health Equity Matters is responsible for delivering one component of this larger program which focusses on providing organisational capacity strengthening to NGO partners: the Key Populations Advocacy Consortium (KPAC) in PNG, and Pacific Sexual and Gender Diversity Network (PSGDN), based in Suva and with members across 14 Pacific islands. These program activities will contribute to the Intermediate Outcome: *Communities and partners have strengthened leadership, advocacy, and management capacities to foster inclusive and diversified HIV responses.*

Health Equity Matters' role in the Partnership is focussed primarily on strengthening the capacity of the above two community-led organisations: KPAC and PSGDN. This will enhance the leadership, governance, advocacy, representation, and administrative and financial management of these networks. Capacity building will support improved structures, policies, procedures and management systems. Tailored training and mentoring programs will equip KPAC and PSGDN leadership to assume more active and influential roles in public health responses. This will provide a stable foundation for these networks, increasing the confidence of governments and development partners to invest in them for community-led monitoring service delivery and other key activities in the HIV response. These collective measures aim to support the long-term viability of KPAC and PSGDN, and their continued influence and effectiveness beyond the project's completion.

Overview of the International Program Specialist Role

This position will have two focus areas:

- **Focus area one:** Program management support, financial oversight and coordination of the Partnership program in collaboration with partners in Fiji and the Pacific, UNAIDS, DFAT and other stakeholders and donors. The role calls for an experienced development practitioner and team player who can work independently in a new role within a strong community-led framework. Strong program management and stakeholder engagement capabilities, together with an ability to work effectively and with influence in cross-cultural contexts, with people from a range of diverse backgrounds is essential.

Level of effort - 70%

- **Focus area two:** Support Health Equity Matters international work, including but not limited to: (a) supporting work currently underway to prepare for and obtain DFAT base accreditation in late 2025; (b) supporting the Global Fund Strategic Initiative on social contracting and community systems strengthening; (c) providing secretariat support to the International Advisory Committee (a subcommittee of the Board) and other forums, as required; and (d) exploring business development opportunities. Excellent verbal and written communication skills are essential.

Level of effort – 30%.

Key Responsibilities

Focus area one: Oversee the technical, programmatic, monitoring and evaluation and financial implementation of the Partnership program, in collaboration with program stakeholders, ensuring that we meet all reporting, monitoring, evaluation and learning (MEL) processes and our commitments to facilitating gender disability and social inclusion are met. Key tasks include:

- working closely with our two main implementing partners (KPAC and PSGDN) to ensure that their voice, feedback and concerns (and those of the communities that they represent) actively shape the implementation of the Partnership program.

- managing Partnership program consultants and partner contracts to ensure contractual obligations, reporting and milestones are met and provide technical assistance and coordination, as needed; and
- developing a face-to-face and e-learning training program to build capabilities in identified areas including governance, leadership, advocacy, operational and financial management.

Focus area two: With direction from the Principal Director, International Programs, proactively identify and support the coordination of funding proposals to further develop and scale up the size and impact of Health Equity Matters international program. Key tasks include:

- working with the DFAT Accreditation Manager to support preparation for DFAT accreditation process by supporting the strengthening and piloting of documented program and partnership approaches/processes, to support program success and to evidence a track record of sound international programming practice;
- supporting the Global Fund initiative on social contracting and community systems strengthening;
- supporting the Health Equity Matters International Advisory Committee which meets quarterly. This will include taking meeting and circulating meeting minutes and the preparation of Committee briefing papers. Other briefing papers for other internal purposes may also be required; and
- exploring business development opportunities for Health Equity Matters international program.

Selection Criteria

Essential

Qualifications and experience

- Master's degree or higher (and/or demonstrated other experience) in public health, social sciences, law or a related discipline is required.
- 10+ years' experience working in international development, organisational performance development and community systems strengthening.
- Familiarity with DFAT and experience working on or managing DFAT grants.
- Strong written and verbal communication skills and experience reporting to senior management, donors, and Boards.
- Demonstrated strong project management track record-including an ability to foster stakeholder engagement, confidence and project momentum, manage competing priorities and deliver project outputs within timeframes and budget.
- Deep cross-cultural experience – including an ability to work effectively in complex and politically sensitive environments in collaboration with diverse stakeholders.
- Demonstrated experience facilitating working meetings on online communications platforms, working remotely and coordinating activities across multiple time-zones.
- Experience in incorporating gender equality, disability and social inclusion perspectives into programming approaches across the project cycle.

Highly Desirable

- Experience in working in HIV and with key populations in the context of global health.
- Familiarity with other donor experiences, including multilateral donors.
- Experience working with partners in PNG, Fiji and/or other parts of the Pacific.

Requirements:

- Capacity to travel within the region up to approximately 30% of the time.
- Proficiency in the MS Office package, specifically Word, Excel, and PowerPoint are required.

Other Requirements

- All Health Equity Matters personnel must adhere to Health Equity Matters' [Code of Conduct](#), [Safeguarding Policy and Code of Conduct](#) and other corporate policies. Key policies are available on Health Equity Matter website and others will be made available upon request.
- Health Equity Matters is committed to safeguarding and promoting the welfare of young people and vulnerable adults with whom it works. Any offer of employment is contingent on completion of a National Police Check, a Terrorism Check and signing Health Equity Matters' [Code of Conduct](#) and [Safeguarding Code of Conduct](#).
- Health Equity Matters is an equal opportunity employer. It values inclusion, diversity, and gender equality. As part of the organisation's commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

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Version	2	Reviewed	5 March 2024
		Approved	Dash Heath-Paynter