

## POSITION DESCRIPTION

### Position Details

<b>Position Title</b>	Senior Program Officer - Human Rights, Equity and Gender
<b>Project/Program Area</b>	Sustainability of HIV Services for Key Populations in Southeast Asia (SKPA-2)
<b>Employment Type</b>	Full-time contract position: Until 30 June 2025 – contract extension possible subject to donor approval
<b>Location</b>	Bangkok, Thailand
<b>Responsible To</b>	Deputy Director, SKPA-2
<b>Responsible For</b>	Nil
<b>Collaborates With</b>	SKPA-2 team, subrecipients, other technical partners, as needed
<b>Further Information</b>	Deputy Director, SKPA-2

### About Health Equity Matters

Health Equity Matters leads Australia’s effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex 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 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.

Health Equity Matters supports its members by leading the national conversation on HIV, advocating for Health Equity Matters’ members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities’ interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia’s community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

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

### SKPA-2 and Position Overview

SKPA-2 is a USD\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, was completed on June 30, 2022. Health Equity Matters is the Principal Recipient.

Currently, SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Malaysia, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability.
2. Improve strategic information availability and use.
3. Promote programmatic sustainability.
4. Remove human rights and gender-related barriers to services.

SKPA-2 is led by a Principal Director who works for a consortium of partners to implement the program. The consortium includes both country and regional sub-recipients. The WHO (World Health Organisation) and UNAIDS contribute as technical partners.

The Senior Program Officer: Human Rights, Equity and Gender will be responsible for program management of SKPA-2's human rights, equity and gender work in Bhutan, Mongolia, Philippines and Sri Lanka, and for ensuring strong rights-based programming. The Senior Program Officer: Human Rights, Equity and Gender will be expected to exercise a strong collaborative approach to their work with the understanding that they form part of a broader, dynamic team all working together to contribute to the aims and objectives the SKPA-2 program.

## Key Responsibilities

### *Technical and Strategic leadership*

- Remain abreast of developments in HIV, human rights, gender and key populations globally (with a focus on Southeast Asia) to ensure SKPA-2 remains at the cutting edge of current knowledge and practice.
- Provide technical assistance in the SKPA-2 countries (Bhutan, Mongolia, Philippines and Sri Lanka) related to human rights and gender with a focus on developing and monitoring rights-based, evidence informed policy and program activities that promote human rights, equity and dignity.
- Manage the workplan and outputs of International Community of Women Living with HIV (ICWAP)
- Work closely with SKPA-2 staff and consultants to ensure cohesive implementation of subrecipient workplans and this will include preparing technical scope of work to guide activities, annual work planning and budget review, monitoring and reporting, development of advocacy products and other knowledge management activities .
- Work collaboratively with the SKPA-2 subrecipients in Bhutan, Mongolia, Philippines and Sri Lanka and the country Human Rights and Gender Advisors in, country governments and other technical partners, civil society and key population-led organizations, regional key population-led networks and regional technical partners on law reform and policy/advocacy work.
- Organize and participate as a technical resource person in meetings, training workshops and other meetings related to human rights.
- Coordinate and lead the SKPA-2 Human Rights Technical Working Group as a means to discuss progress on human rights focused activities being implemented by subrecipients.
- Adopt continuous learning and improvement processes in all aspects of the position.
- Understand, implement, participate, and promote Health Equity Matters and SKPA-2 business processes, policies and procedures.
- Provide back-stopping support to Deputy Director regarding safeguarding matters and other programmatic elements as directed.

### *Global Fund grant management and financial control*

- Manage SKPA-2 consultants and subrecipient contracts to ensure contractual obligations, reporting and milestones are met and provide technical assistance and coordination, as needed.

## Selection Criteria

### *Qualifications and experience*

- Bachelor's degree or higher in a relevant field such as legal studies, human rights, gender, community development, social science, public health, international development or another relevant field, or demonstrated equivalent work experience.
- At least five years' experience in grant management, evaluation or another relevant field, ideally in a global human right and gender, HIV, health or development context in Asia.
- An understanding of the international health arena and direct exposure to health environments both at national and international levels.
- Experience with grant implementation and management and the ability to critically analyse grant information and proactively identify requirements and offer recommendations and solutions where problems or delays are found.
- Ability to provide timely and high-quality performance reporting of country sub-recipients' activities to meet program evaluation and management requirements.
- Demonstrated capacity to understand the complexity of the lived experience of key populations and of people with and affected by HIV along with the challenges of navigating HIV risk and the intersectionality of HIV risk and vulnerability.
- Experience in incorporating gender perspectives and ensuring the equal participation of all genders in all areas of work.
- Familiarity of the Global Fund strategy and with working on Global Fund grants is highly desirable and/or the capacity to rapidly develop this understanding.
- Experience in working within key population-led and /or community sector organizations and a demonstrated commitment to people-centred approaches and a demonstrate commitment to 'leave no one behind; and to reduce HIV stigma and discrimination.
- Excellent attention to detail and organisational skills with a methodical approach to manage concurrent priorities and meet deadlines.
- Capacity to travel within the region up to approximately 40% of the time.

### *Competencies*

- Proficiency in the MS Office package, specifically Word, Excel, and PowerPoint are required.
- Excellent knowledge of English and strong oral and written communication.
- Strong ability to facilitate working meetings on online communications platforms and experience working remotely and coordinating activities across multiple time-zones.
- Demonstrated interpersonal and teamwork skills in a fast-paced work environment.
- Ability to prioritise tasks, take initiative, and independently manage competing demands.

### *Core Qualities/Attributes*

The successful applicant will:

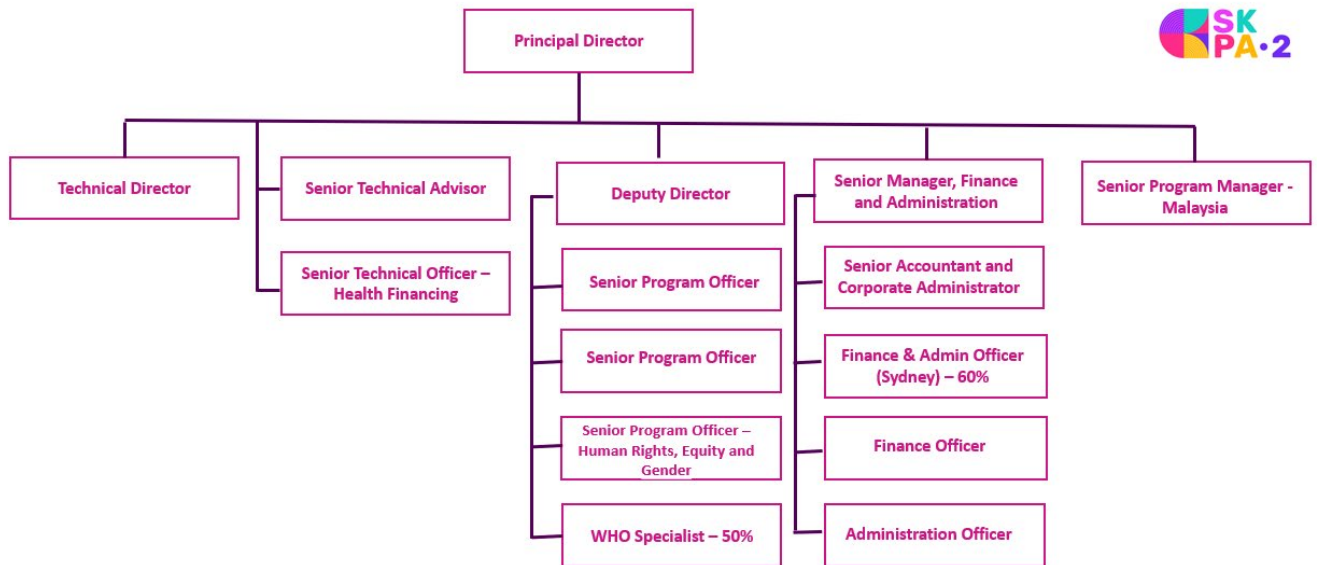
- Listen, adapt and make culturally appropriate adjustments within the aims and objectives of the program.
- Demonstrate flexibility in leadership and management styles.
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

## Other Requirements

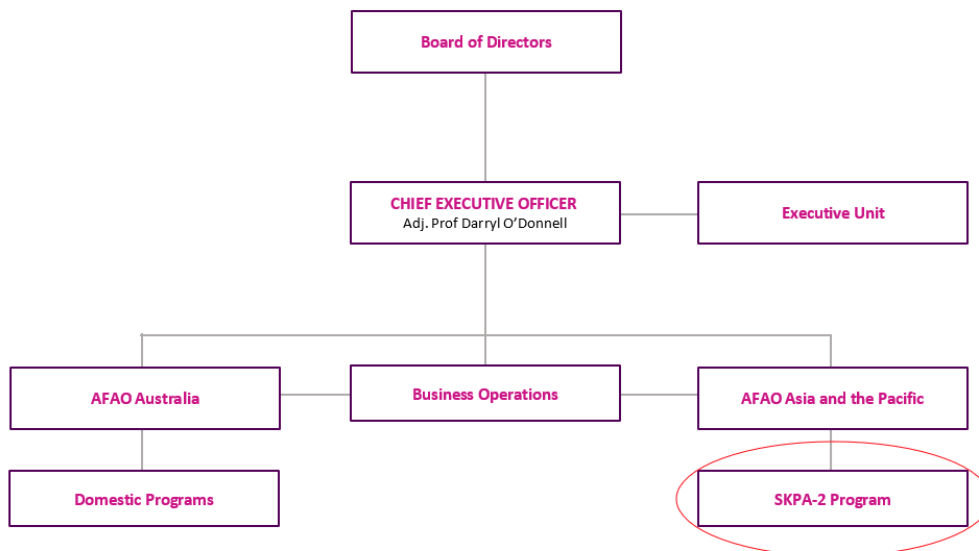
- All Health Equity Matters personnel must adhere to Health Equity Matters' Code of Conduct and corporate policies. These can be made available upon request.
- Health Equity Matters is committed to safeguarding and promoting the welfare of children young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing Health Equity Matters' Safeguarding Code of Conduct.

- Health Equity Matters is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, LGBTI and key population community members and people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

## SKPA-2 Organisational Chart



## Health Equity Matters Organisational Chart



### Position Description: Senior Program Officer – Human Rights, Equity and Gender

<b>Version</b>	1	<b>Reviewed</b>	April 2024
		<b>Approved</b>	Felicity Young

