

Caribbean Coalition of National AIDS Programme Coordinators (CCNAPC)

Vacancy Notice

CCNAPC is a non-profit, peer-based organisation committed to improving the quality of National AIDS Responses and to supporting member Caribbean nations in reducing the spread and mitigating the impact of HIV and AIDS in the region. The organisation strives to empower its members to build strong national, territorial and regional responses to HIV and AIDS in the Caribbean region by reinforcing member leadership and building programme management capacity primarily through peer collaboration. This is achieved through advocacy and policy development; the strengthening of membership capacity; facilitation of technical assistance; collaboration among members and key regional and international stakeholders; and the development of regional and international alliances. Membership consists of 35 countries and territories throughout the Caribbean.

The Caribbean Coalition of National AIDS Programme Coordinators (CCNAPC) invites applications from suitably qualified candidates for the post of **PROGRAMME OFFICER**. Initial contract will be until September 2007, renewable depending on funding. The position will be based in the regional office in Trinidad and Tobago and relocation costs will be at the expense of the successful applicant.

Qualifications:

CCNAPC is looking for a mature person with a strong commitment to a positive representation of the organisation and the proper functioning of the CCNAPC Secretariat office, combined with a commitment to confronting HIV and AIDS in the Caribbean region. The Programme Officer for CCNAPC will be required to perform the following duties:

1. Work closely with the Chief Operations Officer and the Programme Development sub-committee in the development of annual technical assistance work plans and budget.
2. Plan, source and coordinate technical support to the general membership.
3. Advise general membership on all aspects of programme management.
4. Assist in the preparation of materials about programme activities and/or documentation of lessons learned including, but not limited to, CCNAPC policy and position papers.
5. Oversees the development and implementation of CCNAPC's monitoring and evaluation systems.

Educational Qualifications and Experience:

Post graduate degree in Social Sciences, Public Health, Public Administration/Management, International Development or related fields and at least 5 years working experience in the provision of HIV and AIDS programme management services to recognized organizations. In the absence of the necessary degree, 10 years working experience in the relevant field is required. Experience writing grant proposals, developing and implementing programme plans including monitoring and evaluation systems, coordinating technical assistance/training programmes is required. Proficiency in the use of software packages – Microsoft Word, Excel, and Power Point is essential. Fluency in other regional languages (Spanish, French and/or Dutch) would be an asset.

Please send application with curriculum vitae giving full details of experience and qualifications, the names of two (2) referees and contact telephone to: Chief Operations Officer, 4 O'Connor Street, Woodbrook, Port of Spain, Trinidad, West Indies. Telephone: (868) 624-1526; Fax: (868) 624-7396; Email: admin.ccnapc@tstt.net.tt

Closing date for application: **31st MARCH 2006**. Unsuitable applications will not be acknowledged.

CCNAPC is committed to provide equal opportunities and encourages applications from all appropriately qualified people from all sectors of the population. Qualified people living with HIV or AIDS are particularly encouraged to apply.