



## **India World AIDS Day Project Coordinator Job Description**

**Deadline: September 10<sup>th</sup>, 2008**

The World AIDS Campaign (WAC), with address Warmoesstraat 149 – 151 1012, JC Amsterdam, The Netherlands, the Deep Griha Society (hereinafter Deep Griha), which implements the Wake Up Pune campaign, with address 13 Tadiwala Road, Pune 411 001, India, and Naz Foundation (India) Trust (NI) (hereinafter Naz), with address A – 86 East of Kailash, New Delhi, 110 065, India, are working together to plan events in the build up to World AIDS Day 2008, as well as for World AIDS Day itself (1<sup>st</sup> December), in the cities of Pune and New Delhi.

The Deep Griha Society, which implements the Wake Up Pune campaign, is responsible for planning and implementing the events in Pune; the Naz Foundation is responsible for planning and implementing the events in New Delhi; and the World AIDS Campaign is responsible to provide overall support to the development of events in both cities. We are currently seeking a full-time Project Coordinator. Expected start date is October 1<sup>st</sup>, for the duration of 3 months. Interviews will be conducted during the week of September 22<sup>nd</sup>.

### **Job Description**

Under the supervision of the World AIDS Campaign, the Project Coordinator will be responsible for the general coordination, implementation and management of the World AIDS Day events being planned. This includes financial and operational management, in addition to providing in-kind and logistical support to the partners in Pune and New Delhi. The position also involves networking with key stakeholders, such as media and local United Nations offices.

Specific responsibilities include:

#### Management and Coordination

- Support the activities planned by the three partner organizations through logistical support, development of activities, coordination, outreaching to key stakeholders, and overall management, as required;
- Oversee and support the day-to-day preparations of the World AIDS Day related activities;
- Oversee all legal and financial aspects of the World AIDS Day related events, in close collaboration and cooperation with the 3 partner organizations;
- Prepare materials for the events, as required;
- Attend World AIDS Day events as support staff, as required;
- Be responsible for donor reporting on the events and activities undertaken;
- To logistically support the travel and agenda of WAC staff attending WAD events and to organise a 3 day trip for 2 MTV winners

### Funding and Finance

- Prepare, administer, monitor and report the project budgets for the World AIDS Day related events, ensuring that they are in keeping with the organizational terms of references;
- Effective administration and reporting of any funds received;
- Regular meetings with the three partners to ensure accurate records of all expenditures, deposits and transfers;
- Oversee final financial report of the project

### Outreach

- Identify and outreach to potential NGO partners, youth, United Nations agencies, trade unions and others who are active in the area of HIV and youth, to engage them in the events;
- Facilitate networking and information exchange among partner organizations and other key stakeholders, related to the World AIDS Day events;

### Media

- Be responsible for setting up, implementing and coordinating a press event, in collaboration with the WAC's media team;
- To assist in other media activities as required.

### **Required Skills and Competencies**

- A clear understanding and demonstrated commitment to a human rights based approach to the AIDS response, as well as to youth leadership and empowerment;
- A minimum of 2 years of professional experience in a relevant field;
- Experience with NGO project management or community-level campaigning and mobilisation
- Experience conceptualizing, developing, managing and implementing campaigns, particularly on HIV, youth or other related issues
- Experience with report writing;
- Fluency in written and oral English and Hindi; ability to work in Marathi is an asset;
- Excellent interpersonal skills and a demonstrated ability to work in a cross-cultural setting;
- Strong management skills and ability to multi-task;
- Attention to detail and strategic thinking;
- Ability to work efficiently under pressure both independently and as a member of a team;
- Willingness and ability to work outside regular business hours when necessary;
- Citizen of India or legally able to work in India;
- Based in New Delhi or Pune
- Applicants below the age of 30 are especially encouraged to apply.

The World AIDS Campaign is an equal opportunity employer that is committed to celebrating all forms diversity. Self-identification by candidates is completely voluntary.

### **Application Process**

Please send a CV, cover letter and salary expectations by email to the Hiring Committee at [ahumadac@worldaidscampaign.org](mailto:ahumadac@worldaidscampaign.org) by Wednesday, September 10, 2008. Only shortlisted candidates will be contacted.