

Project Officer, Global Constituency Programme

The World AIDS Campaign (WAC) is a global coalition of national, regional and international civil society groups united by the call for governments to honour their AIDS commitments under the slogan "Stop AIDS. Keep the Promise". The campaign is governed by a steering committee of global constituency-based networks and supported by a team based partially in Cape Town, South Africa and partially in Amsterdam, The Netherlands.

Due to the high impact of HIV and AIDS, and the need to strengthen campaigning within our constituency programmes, the WAC has prioritised this support post to assist with our outreach to our constituency based partners. These partners cover the networks of young people, faith, labour, networks of people living with HIV (including young people living with HIV), key populations (LGBT, Sex workers and people who use injecting drugs), women, media, NGO's, activist networks and business. Our objective is to increase involvement in campaigning for accountability on universal access to treatment, prevention, care and support within and across international constituency-based networks; in specific:

- Conduct outreach to current and new international constituency-networks so as to facilitate development of common campaigning activities
- Catalyse the involvement of new or existing constituency-based partners in universal access campaigning activities
- Convene and link constituency-based networks, share best practices and lessons learned on campaigning
- Convene, promote and strengthen the leaders of key constituency-based networks in order to encourage campaigning around the themes of leadership and accountability for universal access.
- Support these networks through mentorship, communications tools and resources.

Reporting To: Global Constituency Manager

Location: Amsterdam, The Netherlands

Contract Length: 18 months, 3 month trial period, renewable dependant on performance and funding.

Salary: Negotiable

Start Date: February 1st 2009

Vacancy Summary

The World AIDS Campaign seeks to recruit a Support Officer to take a leadership role within its constituency programme. This post will be primarily supporting the Global Constituency Manager, but also supporting the various constituency focused Campaign Coordinators.

This post with primarily focus on the following areas:

1. Communications
 - Managing databases and elists
 - Information Dissemination
 - Website and Promotion
 - Product Development
2. Annual Planning and Reporting
 - Coordination and input into annual planning and budgeting processes
 - Coordinating Work plans
 - Budget Monitoring

- Donor Reporting
 - Scheduling of Travel and Logistics for Constituency Based Staff
 - Fundraising and proposal writing
3. Programme Coordination
- Relationship Management with Constituency Partners
 - Specific Coordination and Implementation of various constituency based activities
 - Facilitation of partner input into the work of the WAC

In General:

- Managing the various databases and e-lists, keeping them up to date and relevant.
- Through key partners and databases to distribute relevant information on campaigning and mobilisation to keep partners informed.
- To ensure that the WAC website clearly demonstrates the activities and issues of constituency based partners.
- To work with the campaign coordinators in producing fact sheets, resources and materials specific to their constituency audiences.
- To manage all internal planning processes for the constituency programme, including annual planning and monitoring, coordinating and writing programme updates for staff and external partners.
- To assist partners in sourcing fundraising opportunities, writing proposals in collaboration with partners and writing content for WAC specific fundraising proposals.
- To monitor and manage finances for the department.
- To be a key contact for donors and be responsible for soliciting content and writing donor reports.
- To work with the Global Constituency Manager to sustain, manage and build relationships with current partners and outreach to new ones, in order to find commonalities and ways of working together.
- To manage specific projects and activities as required.
- To ensure the WAC consults correctly with partners in its work, ensuring that their needs and requirements are reflected meaningfully in our work.
- To manage event logistics if necessary, and coordinate agenda's, conference calls and travel schedules and logistics for constituency staff.
- General Admin duties as required.

Profile and Qualifications

Essential:

- Higher vocational education and at least 3 years of experience at international and/or national/regional levels in programme coordination, design and management. An emphasis on planning and organisational development;
- A good understanding of the HIV/AIDS and human rights advocacy priorities of people living with HIV, key populations and affected communities;
- Proficiency in English both written and spoken;
- Fundraising experience, including proposal and report writing;

Desirable:

- Proficiency in at least one other UN official language, in addition to English (Arabic, Chinese, French, Russian, Spanish), preferably French.
- Experience in working with and an understanding of various sectors working on HIV eg: youth, faith, labour, networks of people living with HIV, business and media etc.

Competencies:

- Demonstrable work experience internationally
- Current knowledge of the latest developments and issues related to HIV/AIDS and/or human rights;
- Demonstrable ability for leadership, negotiation, advocacy and social mobilisation while remaining a sensitive team player;
- Demonstrable ability to conceptualise, plan, develop ;and implement programmes;
- Demonstrable ability to innovate and communicate ideas effectively in written and oral form;

- Strong organisational skills with an attention to detail and ability to multi-task;
- Ability to work efficiently under pressure both independently and as a member of a team;
- Ability to work in an international and multicultural environment;
- Excellent Facilitation skills;
- Computer skills, including internet navigation and various office applications.

Above all else: This post requires sensitivity and humility. We are a world campaign of other people's voices. This entails listening to the priorities and concerns of World AIDS Campaign's partners, and responding appropriately in a way that often promotes other organisations' efforts over our own World AIDS Campaign brand and profile.

THE WORLD AIDS CAMPAIGN IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED AND FOCUSED ON DIVERSITY. APPLICATIONS FROM PEOPLE LIVING WITH HIV AND WOMEN ARE PARTICULARLY WELCOME

NOTE: The government of The Netherlands requires that WAC solicit first from the EU common market. If no candidate is found from the EU, candidates outside of the EU may be asked for an interview. If the successful candidate of this selection process is from outside the EU, WAC will do everything within its power to support the application of a work permit for the candidate. However, the final decision is that of the government of The Netherlands and is outside of WAC's control.

Interested candidates can submit their CV with a cover letter and a recent writing sample to CPO@worldaidscampaign.org or post to:

World AIDS Campaign
Warmoesstraat 149 – 151, 1012 JC, Amsterdam, The Netherlands
Web: www.worldaidscampaign.org

Closing date for applications is 12 November 2008. Only shortlisted candidates will be contacted.