

JOB DESCRIPTION OF STATE PROGRAM COORDINATOR

Summary:

Emmanuel Hospital Association (EHA) is the recipient of the Aids Fonds Grant for the project, '*Improving Testing Services for People Most at Risk for HIV and Linking to ART Services*'. The project will be implemented in 8 Central Jails located at 8 districts in the Northern State of Punjab for prison intervention to prevent HIV infection among most at risk prison inmates and provide linkage to care and treatment services. The main objectives and outcomes of the project are as follows:

OBJECTIVES:

1. To advocate with prison authorities and other stakeholders for setting up prison intervention model.
2. To facilitate community mobilisation activities for building up community ownership of the program
3. To reach out to most at risk populations among prison inmates for HIV testing and linkages with ART
4. To provide ART services to all inmates most at risk tested positive for HIV
5. To facilitate viral load monitoring for tracking treatment compliance/adherence
6. To scale up prison intervention in other sites
7. To facilitating research activities and integrate findings for enhancing prison intervention program
8. To disseminate the results and lessons learned from prison intervention programme

OUTCOMES:

- 90% of inmates most at risk tested for HIV
- 90% of those inmates tested positive have access to ART services.
- 90% of those inmates tested and accessing ART services have suppressed viral load as a result of compliance to treatment

Job Purpose:

Provide overall leadership, supervision and management to project implementation at the state level.

Key Responsibilities:

1. Project Management and Development

- Lead, support and manage the project implementation in the state
- Coordinate with key officials/staff of SACS, Prisons and NACO to ensure smooth roll out of the project.
- In collaboration with PMU and respective Aids Fonds Officer, develop strategic direction and work plans (as appropriate) for the project.
- Lead the team in setting clear work/activity plans and close monitoring on the quality aspects of deliverables through a lead by example approach
- In close coordination with EHA project management unit (PMU) to assist in planning the phase wise roll out of the project (4 districts in Year 1 and 8 districts from year 2).
- Carry out monitoring & supervision and review of state level project activities against agreed project deliverables.
- Coordinate with and provide hands on supervision when needed to project staff based at TIs to ensure effective implementation, supervision and follow-up of prison level activities.
- Coordinate closely with ICTC, ART centre and approved laboratory for CD4 monitoring to ensure effective blood collection, testing, treatment & follow-up and viral load monitoring.
- Coordinate with respective ICTC and ART centres to facilitate effective tracking of released inmates for treatment adherence, loss to follow-up cases and retrieval to respective centres.
- Design and develop the HIV/AIDS Resource Directory for released prison inmates to access services as and when necessary.
- Timely preparation and submission of monthly and quarterly project reports.
- Coordinate and support the work of the Research Officer in designing and conducting 3 research studies.
- Coordinate and organise state level Prison Project Coordination Committee meetings and consultations.
- Organise monthly and quarterly review meetings with staff to assess progress of the project and address challenges if any.

- Organising annual review meetings and planning for dissemination.
- Analyse and document the progress, impact, challenges and lessons learned of the project
- Ensure that the M&E and Admin & Finance officers prepare program reports for Aids Fonds, SACS, NACO as per requirement.
- Submit project reports on time to PMU, SACS and NACO.

2. Community mobilization and Advocacy

- Work closely with prison authorities to ensure uptake and ownership of the prison intervention program.
- Coordinate with Prison authorities and SACS for organising community driven events in the prison set up.
- Lead in developing and implementing the advocacy strategy to build effective rapport and confidence with Prison authorities, Police force and other key stakeholders.
- Provide technical support and guidance to the Project Coordinator cum Advocacy Officer in implementing the advocacy strategy.

3. Information, Education and Communication (IEC) & Capacity Building

- Facilitate in developing IEC material/tools to be used by Peer Leaders (PLs) and Peer Educators (PEs) by adapting the existing resources for prison set up.
- Ensured training PLs and PEs in understanding and using the IEC material /tools to reach out to fellow inmates through inter-personal communication.

4. Capacity Building

- Assess the programmatic and technical support needs of the state level staff and plan capacity building program/activities for project staff.
- Plan capacity building activities for prison staff.

Person Specification:

Required experience/skills/qualities:

- Master's degree in social sciences, health or development field (or equivalent)

- At least 3 to 5 years of relevant project management experience in the health or development sectors, including at least 2 years middle management experience
- At least 2 years' experience of working in HIV related prevention, care and support program among high risk groups, will be preferred
- Demonstrated knowledge and understanding of development issues and HIV epidemic(s) in India, particularly in relation to high risk groups
- Excellent analytical, writing and verbal communication skills
- Excellent skills in using MS office
- Experience of working with multiple stakeholders in civil society and grass root level government health department
- Experience of providing technical support to especially those working at the community or grass root level
- Ability and willingness to undertake extensive travel
- Strong commitment to HIV and AIDS programme
- Fluent in English and any other regional languages

Travel Requirement:

The State Program Coordinator will be required to undertake travel as and when required by the project management.