



VACANCY: PROGRAMMES COORDINATOR

Join a team of professionals dedicated to improving the health and rights of marginalised groups in Eastern Europe and Central Asia!

AFEW International is a non-governmental humanitarian organisation that strives to promote health, and advocates for increased access to prevention, treatment, and care for major public health concerns such as HIV, tuberculosis, COVID-19, viral hepatitis, and sexual and reproductive health and rights.

AFEW International is working with and for “key populations” (LGBTIQ and men who have sex with men, people who use drugs, sex workers, people living with HIV, (ex-)prisoners, vulnerable youth and adolescents). By providing support and empowering communities and civil society organisations in Eastern Europe and Central Asia (EECA), we contribute to better access to good quality health services for all, including people whose access is denied due to stigma and discrimination.

With a small team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations (*AFEW-Kazakhstan, AFEW-Kyrgyzstan, AFEW-Russia, AFEW-Ukraine* and *AFEW International*).

In a rapidly changing global health and geopolitical landscape, *AFEW International* is now exploring new directions and **seeking to hire a qualified professional** to coordinate the Programmes portfolio of *AFEW International*, with particular attention to PMEL (Project Monitoring, Evaluation and Learning), and support the management team and grant writer in the development and acquisition of new projects. Please see the full position description and requirements in the Annex.

Contract: 28-32 hours (3.5-4 days negotiable)

Duration: 1 April – 31 December 2021

Location: Amsterdam, Netherlands

Deadline for sending applications: Rolling applications until March 31, 2021.

Please send your motivation letter, CV, and contact details for two references to: recruitment@AFEW.nl. This role is renewable pending project acquisition. Clarifying questions may be sent by e-mail. No agencies please.

We offer:

- Competitive salary, 8% holiday allowance
- Pension scheme based on a collective agreement
- Travel costs compensation and/or telework allowance
- 25 days annual leave (on full time basis, calculated pro rata), with additional leave days between Christmas and New Year
- Working in an international team with an informal, transparent and open working culture
- An office close to Amsterdam Central station with great waterfront views. Once COVID-19 measures allow, we will combine working from the office with working from home.

AFEW International is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.

More about *AFEW International*

Based on 20 years of experience in the region, *AFEW International* has built extensive knowledge, expertise and networks in Eastern Europe and Central Asia. The mission of the organisation is to increase access to prevention, treatment, and care for the most vulnerable and marginalized groups within society.

AFEW International works in close collaboration with international (mostly European), EECA regional and in-country partners, co-creating the best international practices and innovations to EECA in a practical applicable way.

Two of our current programmes are:

[Emergency Support Fund for Key Populations in the EECA region](#): a comprehensive response to emergencies threatening HIV service provision for key populations in Eastern Europe and Central Asia -. Organisations from 10 countries in Eastern Europe and Central Asia (Armenia, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, Uzbekistan) can receive small grants up to € 8.000-.

[EU COVID-19 Solidarity Programme for Eastern Partnership](#): supporting a set of interventions in Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine to mitigate the impact of the Covid-19 pandemic and contribute towards longer term socio-economic resilience of vulnerable groups.

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ANNEX. DETAILED JOB DESCRIPTION: PROGRAMMES COORDINATOR

I. Terms of Reference:

Place within the Organisation:

- Reports to the Director

Job Location:

- Amsterdam, the Netherlands (Due to COVID-19, currently all staff work from home).

Contract hours:

- 28-32 hrs (3.5-4 days)
- 1 April – 31 December 2021 (renewable pending project acquisition)

II. Overall Job Objective:

The role has the following main objectives:

- 1) To coordinate the Programmes portfolio of AFEW International, with particular attention to PMEL (Project Monitoring, Evaluation and Learning).
- 2) To support the management team and grant writer in the development and acquisition of new projects.

III. Responsibilities and Tasks:

Programmes Coordination / PMEL:

- You will lead and provide coaching to the Programmes team on implementation of the current project portfolio and will lead on ensuring PMEL requirements.
- You will coordinate and safeguard the timely delivery of reporting, PMEL and other project deliverables in the Programmes portfolio, and serve as an intermediary between the management team and the programmes team on coordination and deliverables.
- You will contribute to capacity building of all the partners of the *AFEW Partnership* and local partners in the management of programmes related to public health (including harm reduction, sexual and reproductive health, HIV, TB, COVID-19).
- As the portfolio expands, you ensure start-up of new projects and may also directly implement projects or selected activities.

Project and product development

- You will support the management team and grant writer in developing new projects and products, liaise with potential project partners, and write background materials for grant writing, applications, and strategic positioning, in line with the Reset process outcomes, Theory of Change, and Strategic Plans of *AFEW Partnership* and *AFEW International*.
- You will monitor trends in development in the area of key populations and health concerns including HIV/AIDS, TB, viral hepatitis, SRHR, COVID-19, and UHC, in the region of Eastern Europe and Central Asia, together with and in close collaboration with the staff of the *AFEW Partnership*.

Internal Communication:

- You will provide regular updates to the Management Team.
- You will chair regular internal programmes team meetings and may participate in/chair regular meetings and/or conference calls with the directors of the *AFEW Partnership*.
- You will have regular meetings with the communication officer to ensure relevant and up-to-date communication about projects and activities.

Other tasks as agreed with the Management Team.

IV. Contacts /Key Relationships

- Senior management staff within AFEW Partnership.
- National, regional, and international project partners.
- National governmental and non-governmental counterparts, donors, corporate leaders, consultants, vendors, etc.
- National, regional, and international network of HIV/AIDS and public health experts
- National, regional, and international media representatives

V. Requirements:

Experience and Qualifications:

- Relevant Master's degree (i.e., in international development, public administration, public health, European Studies). All fields will be considered, candidate will demonstrate relevance in application. Bachelor's degree in combination with extensive work experience may also be considered.
- At least 5 years of experience in project coordination and project management in international development projects; preferably in the sphere of public health, human rights, and/or capacity building of community-based organizations.
- Demonstrated experience in PMEL design, coordination, and knowledge of methodologies such as Theory of Change, outcome harvesting and change stories.
- Demonstrated experience in project and product development for NGOs.
- Fluency in written and spoken English; working knowledge of Russian and Dutch are an asset.
- Strong writing/drafting skills.
- You are not afraid of Excel and other Microsoft Office Products; you are familiar with and willing to use all relevant social media platforms.
- Affinity and familiarity with the context of Eastern Europe and Central Asia is an asset.

Personal Skills / Additional Information:

- Self-starter, proactive, team player with excellent organizational skills.
- Has a coaching and supportive working style towards colleagues, comfortable in a non-hierarchical setting.
- Strong interpersonal and intercultural skills, cultural sensitivity, diplomatic skills, being able to work with a variety of stakeholders.
- Able to work under pressure, prioritize and multitask.
- Willingness to work outside office hours for occasional business travel (currently no travel foreseen due to COVID-19 limitations).
- Is an EU citizen and/or has legal right to remain and work in the Netherlands. Please note that we cannot offer relocation support to the Netherlands.