



## **VACANCY: PROGRAMMES MANAGER**

**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 Programmes Manager** to manage the Programmes portfolio of *AFEW International*.

Please see the full position description and requirements in the Annex.

**Contract:** 36 hours

**Competitive Salary**

**Location:** Amsterdam, Netherlands

**Deadline for sending applications:** no deadline, applications are reviewed on a rolling basis

Please send your motivation letter, CV, and contact details for two references to: [recruitment@AFEW.nl](mailto: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.

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## DETAILED JOB DESCRIPTION: PROGRAMMES MANAGER

### I. Terms of Reference: Place within the Organisation:

- Reports to the Director and the Director of Programmes

#### Job Location:

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

#### Contract hours:

- 36 hrs
- Competitive salary

### II. Overall Job Objective:

The role has the following main objective:

- 1) To manage the Programmes portfolio of AFEW International

### III. Responsibilities and Tasks:

#### *Programmes Management:*

- With the support and guidance from Director of Programmes, you will ensure the implementation of projects from start to close-out.
- You will manage (big and small scale) projects and grant-awarding mechanisms on all implementation stages, including but not limited to coming up with full work plans, developing budgets, creating open calls, checking the eligibility of proposals, judging proposals, reviewing grantees reports and preparing reports to a donor, as well as providing administration support (budgeting, contracting) and conducting MEL.
- You will ensure smooth delivery and high quality of organization and facilitation of scientific workshops, trainings for the civil society members and public health experts, working group discussions, board meetings and other events included in the framework of the implemented projects.
- You will coordinate and safeguard the timely delivery of reporting and other project

deliverables in the Programmes portfolio.

- As the portfolio expands, you ensure the start-up of new projects and may also directly implement projects or selected activities.

***Project development:***

- 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;
- You will provide programmatic input and data needed for project development and grant writing

***Internal Communication:***

- You will provide regular updates to the Director and the Director of Programmes.
- You will have regular meetings with the Communication Lead to ensure relevant and up-to-date communication about projects and activities.

Other tasks as agreed with the Director.

**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, the candidate will demonstrate relevance in an application. Bachelor's degree in combination with extensive work experience may also be considered.
- At least 3 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.

- Fluency in written and spoken English; working knowledge of Russian and Dutch is preferable.
- 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. Working experience with the EECA region 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 multi-task.
- Willingness to work outside office hours for occasional business travel (pending in line with COVID-19 limitations).

Is an EU citizen and/or has legal right to remain and work in the Netherlands.