

Position: **Project Officer**

Contract Type: **12 months (3-month probation period; with the possibility of extension) – Full Time**

Reporting To: **Programme Officer, Regional Coordinator**

Location: **Bangkok, Thailand (Regional Position)**

Application Closing Date: **15 March 2024**

Tentative Interview Dates: **Before end of March 2024**

Starting Date of Role: **April 2024**

ROLE SUMMARY

The Project Officer will primarily manage two portfolios: overseeing the Global Fund Community Engagement-Strategic Initiative grant and facilitating long-term capacity strengthening for the network/members of Youth LEAD. They will support organizations and young people in: Generating and utilizing data to inform advocacy and decision-making; Strengthening their capacity to mobilize and hold their representatives and decision-makers accountable; Accessing timely and relevant Global Fund-related information; Driving program quality through the adoption of global guidance and sharing of best practices.

Youth LEAD leads the global youth consortium under the grant alongside two other global networks. The Project Officer will support and collaborate closely with these consortium partners, providing necessary assistance and guiding project implementation and processes.

ABOUT YOUTH LEAD

Youth LEAD is a growing regional network of young key populations in Asia and the Pacific. We empower young key populations through capacity building, leadership strengthening and advocacy, and build partnerships between local, national, and regional YKP organizations. We want to ensure more meaningful participation and involvement of YKP in all levels of decision making and to create a new generation of youth leaders in the HIV response.

ABOUT THE CANDIDATE

Youth LEAD welcomes applications from all appropriately qualified young people under the age of 30. Youth LEAD is committed to creating and sustaining a working environment, in which everyone has an equal opportunity to fulfill their potential. We welcome and encourage applications from all key populations, including young people living with HIV.

This vacancy is available to young people under the age of 30 from Asia and the Pacific region. Candidates with prior experience working with young key populations at either the country or regional level, as well as focal points of Youth LEAD, are strongly encouraged to apply.

RESPONSIBILITIES

The Global Fund CE-SI Grant Management

- Understand the objectives, target populations, key indicators, and consortium partners of the grant, and strategize for its effective implementation.

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- Manage strategic relations and collaborate closely with the donor (Global Fund), global consortium partners (Y+ Global and YODA), and country networks in the implementation of programs.
 - Identify regional and national key stakeholders and manage relationships with them.
 - Ensure understanding of donor requirements to meet their needs during the grant's implementation.
 - Utilize appropriate tools and techniques to measure project performance.
 - Ensure coordination and timely completion of projects within budget and within the scope of the grant.
 - Coordinate with Youth LEAD's finance personnel and senior management.
 - Provide necessary technical support to implementing countries and consortium partners.
 - Engage in monitoring visits to implementing countries.
 - Ensure and coordinate biannual and annual reporting to the donors.

Other responsibilities

- Represent Youth LEAD at various forums and meetings, both nationally and internationally, as required.
- Organize events, trainings, workshops, and meetings, and provide facilitation support for both internal and external events.
- Assist the communication officer by updating grant and event-based information, and contribute to blogs highlighting project achievements and other relevant topics.
- Provide support to other staff members with additional projects and tasks, as needed.

QUALIFICATIONS AND EXPERIENCE

- Must be under the age of 30 at the time of applying for the position.
- Bachelor's degree in a relevant subject such as social sciences, international development, public health, or related fields.
- Experience with Global Fund advocacy and structures at the country, regional, or global level. Familiarity with structures like the Country Coordinating Mechanism, Global Fund Grant Making Cycles, Funding Request Development and grant-making processes is required.
- Minimum of two years of experience in project management, advocacy in the field of HIV.
- Prior experience working with young people, particularly young key populations at the country or regional level, is an asset.

KNOWLEDGE AND SKILLS

- Proficient written and verbal communication skills in English.
- Knowledge of a second language or an Asian language is advantageous.
- Strong presentation, interpersonal, and excellent report writing skills.
- Ability to establish partnerships within the project area.
- Proficiency in people management and team management.
- Logistics and organizational skills are beneficial.
- Capable of articulating thoughts clearly and facilitating both small and large group settings.
- Ability to work independently as well as collaboratively within a team.

WORKING BENEFITS

The successful candidate will be offered a competitive salary commensurate with their experience and budget allocation. They will be based at the Youth LEAD office in Bangkok, Thailand. The candidate will also undergo a 4-6 week mentorship program/training for the project from the previous staff member. Additionally, all staff members receive paid time off (PTO) and annual leave of up to 20 days, in addition to Thai public holidays.

Young key populations and young people living with HIV, LGBTQ+ youth, or young women under the age of 30, are strongly encouraged to apply. Focal Points of Youth LEAD will be given priority.

HOW TO APPLY

Interested candidates who meet the criteria and required qualifications are invited to submit their updated CV (no longer than 2 pages), a motivation letter (no longer than 2 pages), and a link to a 2-minute short video introducing themselves and explaining why they are suitable for the position. The video must be uploaded to YouTube with the visibility set to UNLISTED. Applications should be sent to careers@youth-lead.org with the subject line "Project Officer - (NAME)" before March 15, 2024, 11:59 pm Bangkok Time (+7 GMT).

****Only shortlisted candidates will be contacted for interview****