



Call for Applications

Manager, Coalition for Children Affected by AIDS (part time consultant)

The Coalition for Children Affected by AIDS (the Coalition) believes that children need to be made a higher priority in the international response to HIV and AIDS. Founded in 2005, the Coalition is an independent, unincorporated collaborative with members from both the global North and South. It brings funders, implementers and technical experts together to advocate for the best policy, research, and programs for children and adolescents. We do this by:

- Supporting the development and use of research-based evidence to support children and families affected by HIV and AIDS
- Convening key stakeholders at global, national and local levels for knowledge sharing
- Advocating for the needs of children and caregivers in the prevention, treatment, care and support realms

The Coalition is supported via contributions from members and via grants.

Position Summary

The Coalition is seeking an experienced and highly motivated consultant to act as Coalition Manager to support the group into our next phase of development as we increase our membership and our contribution as a significant voice for children within the HIV field. Reporting to the Coalition Chair, the Manager will have a major role in shaping the future direction of the group.

Specific duties will include:

- Maintain current knowledge of technical, advocacy and policy issues related to children and adolescents living with and affected by HIV
- Network with other like-minded individuals, donors and organizations to foster linkages and to pursue collaboration

- Represent the Coalition in targeted meetings and conferences, including advocacy networking events
- Maintain the Coalition's brand and key message compliance, including web-site and other media, in collaboration with the communications consultant
- Supervise and collaborate with the communications consultant – and/or other consultants that the Coalition may work with from time to time;
- Develop the Coalition's annual workplan and budget and incorporate member input
- Organize and convene annual business meetings and other subgroup meetings/monthly conference calls/webinars as appropriate;
- Ensure the implementation of the Coalition's workplan activities, including:
 - Planning of the biennial symposium;
 - Supporting the Coalition working groups – including efforts to organize formal meetings, formal advocacy efforts (including authoring letters), etc.
- Liaise with funder members and potential new funders to cultivate new funder memberships and to renew grant contributions
- Together with the trustee (The Teresa Group), track grant funds and budgets
- Draft all funder proposals and reports
- Produce an annual report to summarize Coalition achievements
- Draft and review RFPs and tenders, when required for review by the Trustee
- Support the Coalition Chair and Executive Committee on governance matters

Desired Profile

We are seeking an entrepreneurial candidate who is passionate about our mission to work closely with our governance and membership structures.

The following skills and competencies are desirable:

- A passion for the mission of the Coalition and understanding of issues for children affected by HIV and AIDS
- A minimum of eight - ten years of relevant work experience in international settings
- Management experience, including experience of both program and network management
- Working knowledge of the key actors involved in the children and HIV field
- Experience in policy formulation and advocacy
- A track record of building strong collaborative relationships, with the ability to engage skillfully in collaborative work

- Strong analytical ability, political intuition, public speaking and writing skills
- Ability to self-manage, working independently
- Strong listening and facilitation skills and experience with collaborative efforts involving a diverse set of actors
- Experience working with donors and with proposal writing and reporting
- Budget and accounting knowledge, including expense tracking and reporting
- Postgraduate Degree preferred in a relevant area of study
- Ability to travel internationally

We particularly welcome applications from communities that the Coalition represents

Conditions

- The successful candidate will maintain a home or personal office in their country of residence
- Competitive compensation commensurate with experience
- Part-time level of effort to be determined – likely between 3- 4 days per week.
- Initial 12 month consultant contract, subject to renewal
- Desired start date: October 2016

To Apply

Submit application in response to this RFP to The Teresa Group **no later than July 31, 2016..** Please provide a cover letter outlining your interest and experience, a resume and the names and contacts for two references. Please submit your application package to: hr.teresagroup@bellnet.ca

Check out our web-site: www.ccaba.org