

AIVL Position Description

Title:	Project Officer – Regional Partnerships Project
Hours:	Part Time (30 hours per week)
Term:	Until 30 June, 2011
Reports to:	AIVL International Program Manager

Objectives:

1. To assist with the implementation of the 2 year project work plan for the AIVL Regional Partnerships Project.
2. To contribute to the overall aims and objectives of AIVL.

Particular Tasks:

1. Assist with the development, management and evaluation of all Regional Partnership Program projects and activities including policy development, regular travel to the region, building and maintaining regional partnerships, training, presentations and workshops, implementing program work plans, identifying resource needs, sharing and adapting resources, etc.
2. Represent AIVL in HIV Consortium meetings and associated activities including out of session discussions and work.
3. Assist AIVL's participation in the work plan development processes of other HIV Consortium partners as required.
4. Assist the International Program Manager in identifying and participating in other partnerships and opportunities that complement and relate to the work of the AIVL Regional Partnerships Project.
5. Identify and bring to the attention of the AIVL International Program Manager and AIVL Executive Officer additional funding opportunities that may be suitable for AIVL or its project partners in the Region.
6. Assist in maintaining an ongoing presence on the AIVL website and other identified publications in relation to the AusAID Regional Partnerships Project.
7. Represent AIVL in relevant external forums, conferences and events as directed by the International Program Manager.
8. Assist with developing and maintaining records of activities including AIVL and International Program related documentation.
9. Adhere to AIVL policies and procedures, follow all reasonable directions diligently and commit to working in a co-operative and respectful manner with other team members.
10. Attend AIVL meetings and events as required and within reason, undertake other AIVL activities as directed by the AIVL International Program Manager.