**TERMS OF REFERENCE**

For the post of

**Site Manager**

**Global Fund (HIV)**

**THE PROJECT**

The Global Fund for AIDS, TB and Malaria (GFATM) has approved HIV Grant for Pakistan which will be implemented by National AIDS Control Program (NACP) and Nai Zindagi Trust (NZT) as Principal Recipients (PRs). The PRs will be responsible to implement various objectives of the overall Grant.

NZT is required to implement activities under objective 1 - *Scale up comprehensive HIV prevention and harm reduction services to 34,000 IDUs, 3,300 spouses of IDUs in 29 selected districts of Pakistan*. The project will be implemented with the help of sub-recipients (SRs) whowill be directly involved in reaching out to street-based injecting drug users for delivery of defined HIVprevention and harm reduction services.

**PURPOSE OF THE POST**

The assignment has the following objectives:

“Facilitate supervision of all operations of the CoPC office including, monitoring & evaluation to ensure smooth implementation of the planned project activities”.

**SPECIFIC ACTIVITIES**

* Responsible for the Supervision and implementation of all activities at the CoPC and in outreach as required under the Global Fund Grant
* Responsible for the financial management of the project related activities at CoPC site
* Develop monthly work plans and reports of the project activities for the submission to head office.
* Conduct regular advocacy sessions with key stakeholders at project site office
* Review and verify data collected by the Outreach Workers (ORWs) as well as computerized data.
* Ensure daily data entry by the designated staff in project MIS.
* Carry out coordination and communication with the project site staff through organizing regular meetings.
* Maintain record of all project related meetings, delegations and visits etc.
* Review daily reports of ORWs to identify field related issues and provide feedback to the field staff.
* Verify stocks, generate demands and spot check supplies of the commodities and pharmaceutical products on regular basis.
* Maintain good contact and relationship with local police, government authorities and significant members of the community
* Responsible for the project related procurement and supply management and repair and maintenance of capital assets
* Regularly monitor project activities to identify gaps and weaknesses, to verify the results against set targets and to access service delivery needs
* Ensure proper and effective implementation of administrative procedures.

**EXPECTED OUTPUTS**

To manage and implement the CoPC in an effective and efficient manner in accordance with the stipulated objectives and time frame.

**Duration**

The initial duration of contract is till two years.

**DUTY STATION**

Larkana

**QUALIFICATIONS/SPECIALIZED KNOWLEDGE/EXPERIENCE REQUIRED**

* Masters/bachelors degree in Social Sciences or relevant field
* 3 to 5 years experience of working in the development sector
* Preference will be given to candidates having served in an NGO providing harm reduction and HIV prevention services for injecting drug users
* Proven interpersonal skills and experience in working effectively in an independent capacity and as a member of a team.
* Building and promoting partnerships across the Organization and beyond
* Familiarity with the Global Fund Processes, guidelines and implementation mechanisms.
* Strong conceptual, analytical and reasoning skills.
* Demonstrated flexibility and openness in responding to changing work priorities and environment.
* Demonstrated skill to work effectively and diplomatically with government agencies, NGOs, international agencies, and the private sector.