

Job Title : **Programme Associate**

Function : Overall guidance of the director of NEASC Under the supervision of the programme officer the programme associate will ensure effective delivery of the Global Fund programme by supporting programme implementation consistent with the service delivery areas, performance indicators and the general programmatic requirements of the Global Fund. The Program Associate will work very closely with all staff to ensure that programmatic aspects of the grant are achieved in a timely and efficient manner.

Main responsibilities and tasks

1. Contribute to the formulation and implementation of programme strategies. Provide guidance to Service Delivery Points on effective and efficient implementation of programme activities.
2. Contribute to programme design, implementation strategies and monitoring of the programme. Ensure that constraints that may affect the achievement of programmatic results are identified and communicated to the Programme Officer in a timely manner with appropriate recommendations for remedial action.
3. Participate in the preparation of Progress Update and Disbursement Request and provide accurate information on the achievement of performance indicator targets, evidence to support the results achieved, and provide admissible explanations for any arising variances.
4. Provide support to the Global Fund programme towards the achievement of performance indicator targets.
5. Collection, analysis and presentation of programme information and updates for decision making and monitoring purposes.
6. Monitor the programme performance framework to ensure that indicator targets are being achieved.
7. Assist with the development of appropriate HIV/AIDS/STI programmes, documents, work plans, budgets, as well as implementation arrangements for the programme.
8. Monitor the work plan, budget, and performance framework and ensure that activities are implemented against approved work plans and budgets.
9. Participate in the capacity building of Service Delivery points on effective programme implementation, management and reporting.
10. Work with the Training and Documentation Officer to document lessons learnt, best practices in programme management, and success stories for sharing with other stakeholders and on the NCASC website.

Required skills & qualifications:

- Bachelor degree in Public Health.
- 3 years experience in HIV/AIDS programme/project management.
- Working experience with Government or non-government organizations.
- Ability to work under pressure and with limited supervision.
- Proven experience in preparation and analysis of work plans, results, programmatic and financial reports.
- Proven interpersonal, communication and negotiation skills.
- Adaptability and flexibility in working in a complex/dynamic environment.
- A team player with excellent planning and organizational skills.
- Excellent computer skills in MS Office, MS Excel and PowerPoint.

Language Requirement

- Fluent in written and spoken English and Nepali.