

	Job Description: PROGRAM MANAGER, RESEARCH AND INFORMATION PROGRAM
---	---

REPORTS TO	Program Director
DIRECT SUBORDINATES	Project Coordinator, Research and Information Program
SUBSTITUTES	Program Director
EMPLOYMENT	Research and Information Program Manager is appointed and dismissed by Director of the Institution.

OVERALL RESPONSIBILITY

Research and Information Program Manager is responsible for the development and management of EHRN’s Research and Information Program that aims to serve as one of the key sources of information on the state and status of harm reduction and other drug use services, drug policy, drug user rights, infectious diseases in Central and Eastern Europe and Central Asia (CEECA), primarily for harm reduction advocates, experts, technical support providers and recipients.

PROGRAMMATIC TASKS

1. Develop, introduce and establish procedures and practices to generate, monitor, systematize, synthesize, analyze, present and disseminate, facilitate exchange of harm reduction related data (e.g. news, research, statistics, analysis, facts, best practices, policy and service guidance and recommendations etc.) for the purpose of high quality, effective advocacy and technical support in CEECA;
2. Set the program priorities and develop the program’s scope of work and corresponding work plans, in consultation with the Steering Committee (SC), Executive Director, Program Director, donors and partners;
3. Analyze the trends in the field of harm reduction in the region, identify systemic problems related to harm reduction and find best practice solutions suitable for CEECA in order to inform the development and implementation of EHRN’s Policy and Advocacy Program and Technical Support Program;
4. Provide research and informational support to EHRN’s own and EHRN’s partners’ advocacy for the scale-up, improved quality of harm reduction, drug policy reforms with fact-based, convincing, substantiated data, and with clear and actionable messages that are suitable to the specifics and needs of the region;
5. Provide research and informational support to supply EHRN’s technical support services and harm reduction service providers with scientific evidence, international guidelines/recommendations and best practices

relevant to the region;

6. Design and oversee the process of data mappings in accordance with EHRN's programmatic annual work plan;
7. Set up a system and adopt on-line tools to inform EHRN's country-level partners, network members, groups of people who use drugs about international processes affecting harm reduction and the right to health of people who use drugs (primarily those processes driven by GF, WHO, UNODC, UNAIDS);
8. Design strategies that help EHRN facilitate networking and knowledge sharing between EHRN's members, service providers, advocates, drug user activists, researchers, technical support providers, donors, etc.;
9. In coordination with the Executive Director, develop and implement strategies to recruit EHRN's new members and to retain current EHRN's members; to support communication among the members, among the Steering Committee Conceptualize and propose new projects and activities that can improve EHRN's research and information work;
10. Initiate and carry out strategic (up to 3 year) and annual program planning in collaboration with Program Director;
11. Initiate and lead Research and Information Program grant proposal development and donor reporting in collaboration with Program Director and other Program Managers;
12. Contribute to the development of program publications and events in accordance with EHRN annual work plan; Lead the process of EHRN's website technical and content development, update and improvements -- www.harm-reduction.org;
13. Establish and maintain productive relations with EHRN's Expert Groups, and serve as a focal point for communication with Expert Group members on program specific issues;
14. Represent the Research and Information program at relevant internal and external events.

MANAGERIAL TASKS

1. Identify sources of funding for the program;
2. Build and maintain relations with donors and take the lead in donor reports development;
3. Identify potential partners, build and maintain relations with them;
4. Ensure synergy, complementarities and collaboration between EHRN's programs under Program Director's guidance;
5. Ensure timeliness and high quality of program work plan implementation;
6. Monitor and evaluate the program performance;
7. Lead and oversee the program budget development, monitoring and execution processes;
8. Hire and manage the program staff and consultants.

OTHER TASKS

1. Participate in staff meetings and in other meetings of the Institution in person, by teleconference, also contribution into the development of the Institution.
2. Fulfill other tasks not included into this job description by assignment of Executive Director or other authorized persons.

REQUIREMENT FOR POSITION	
General requirements	<ol style="list-style-type: none"> 1. University degree (preferably in public health, public relations or communications); 2. Proven leadership in the field of harm reduction and human rights, drug policy, HIV or a related field and a minimum of 3 years of work experience in the field; 3. Minimum 3 years of information management experience; 4. Program management experience, including supervision of project implementation and management of consultants/staff in multiple locations; 5. Excellent command of English and Russian both oral and written; 6. Solid grant proposal writing skills; 7. Experience with policy analysis and publication development and production; 8. Experience with networks building and management; 9. Proficiency with on-line communication tools, social networks and IT technologies; 10. Direct experience in working with community-based groups; 11. Commitment to harm reduction principles and knowledge of specific treatment issues of relevance to people who use drugs; 12. Ability to listen and communicate effectively with people from diverse cultures and backgrounds; 13. Budget drafting and tracking skills.
Competences model	<ol style="list-style-type: none"> 1. Strategic thinking 2. Problem solving 3. Delegation and supervision of staff 4. Written and spoken communication 5. Debating in larger groups 6. Presentation skills 7. Making influence 8. Organized 9. Result focused 10. Initiative

RIGHTS AND EMPOWERMENTS

1. Within the scope of his/her authority, act on behalf of the Institution;
2. Submit proposals on how to improve the organization of work in the Institution;
3. Familiarize with draft decisions of the management of the Institution, which are related with his/her activity;
4. Ask employees of the Institution to present required information (reports, explanations, etc.) and documents.
5. Request assistance of employees of the Institution in implementing the duties listed in this job description.

LIABILITY

1. Research and Information Program Manager works in accordance with:
 - 1.1. Articles of Association of the Institution;
 - 1.2. Accounting policy of the Institution;
 - 1.3. Internal rules of the Institution;
 - 1.4. This job description.
2. Improper, untimely fulfillment or failure to fulfill his/her duties under this job description as provided for in the Labor Code of the Republic of Lithuania.
3. Violations of laws while performing his/her functions as provided for in the Administrative Code, Criminal Code and Civil Code of the Republic of Lithuania.
3. For substantive damage – as provided for in Labor Code and Civil Code of the Republic of Lithuania.

Confirmed by Executive Director
(signature, date)

Prepared by Program Director
(signature, date)

Familiarized and agree with Job description:
.....
(name, surname, signature, date)