

 EURASIAN HARM REDUCTION NETWORK EHRN	Job Description: HEPATITIS C PROJECT MANAGER, POLICY AND ADVOCACY PROGRAM
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REPORTS TO	Policy and Advocacy Program Manager
DIRECT SUBORDINATES	-
SUBSTITUTES	Policy and Advocacy Program Manager
EMPLOYMENT	Hepatitis C Project Manager is appointed and dismissed by Director of the Institution.

OVERALL RESPONSIBILITY	
<p>Policy and Advocacy Program aims to design and carry out effective regional and international advocacy strategies to influence drug policy and decision-/ policy-making that affect access to and quality of harm reduction in the Central and Eastern Europe and Central Asia (CEECA) region as a whole and in individual countries.</p> <p>Hep C Project Manager leads EHRN's advocacy initiatives aimed at improving access to Hep C treatment in CEECA.</p>	
PROGRAMMATIC TASKS	
<p><u>Advocacy Strategy Development and Implementation</u></p> <ol style="list-style-type: none"> Proactively identify opportunities for Hep C treatment price reduction advocacy, set relevant advocacy priorities, develop strategies/scope of work and build partnerships in order to meet the following objectives: <ul style="list-style-type: none"> To increase awareness among activists and policy makers on key barriers to access to Hep C treatment and spur demand for Hep C treatment in CEECA; To mobilize the communities of people using drugs, harm reduction networks and other communities affected by Hep C around the lack of access to Hep C treatment and facilitate the process of building a regional network of engaged and informed Hep C activists; To develop, make available and promote the use of a range of tools facilitating information distribution and advocacy on access to Hep C treatment; To connect regional and international advocates to establish regular exchange of information, lessons learnt, best practices, advocacy strategies. Initiate new and engage with existing advocacy efforts targeted at WHO, GF and other relevant international agencies to ensure that CEECA-specific Hep C situation is taken into account in the process of decision making related to Hep 	

- C at the international level;
3. Establish and maintain effective communication with and among diverse Hep C advocates and networks in CEECA and internationally;
 4. Lead the establishment of EHRN's Expert Group on Hep C to guide EHRN's regional advocacy strategy on Hep C and EHRN's engagement with Hep C advocacy efforts, manage relations with and scope of work of the Expert Group members;
 5. Develop EHRN's Hep C advocacy plan based on consultations with leading Hep C treatment advocates (national and international) and manage its successful and timely implementation;
 6. Produce advocacy publications e.g. policy briefs and/or engage consultants, when required, to develop and propose recommendations for policy changes in CEECA that would facilitate the reduction of Hep C treatment costs;
 7. Organize policy consultations and round tables to discuss and promote policies to reduce Hep C treatment costs in CEECA;
 8. Monitor press and work with national and international media to highlight the issue with access to Hep C treatment, specifically, and to feed into the press Hep C information, in general, to contribute to raising general awareness on Hep C.

Data Collection and Analysis

9. Monitor and analyze Hep C related data across the region and internationally to build credible and convincing evidence base for the community mobilization and Hep C policy advocacy;
10. Work closely with EHRN's Research and Information Program to collect, map and exchange Hep C data that is critical for advocacy in CEECA and to build the Hep C advocacy content of EHRN's website and other on-line resources.

Advocacy Technical Support

11. Coordinate with EHRN's Technical Support Program the development and provision of Hep C advocacy trainings to select advocacy partners to strengthen their ongoing Hep C advocacy efforts in CEECA countries.

MANAGERIAL TASKS

1. Develop project documentation such as project descriptions, workplans and donor reports in collaboration with Policy and Advocacy Program Manager;
2. Represent the program at relevant internal and external events;
3. Identify partners, build and maintain working relations with them;
4. Ensure synergy, complementarities and collaboration between EHRN's programs under the guidance of Policy and Advocacy Program Manager;
5. Monitor and evaluate the project performance and impact;
6. Ensure timeliness and high quality of project workplan implementation;
7. Identify sources of funding for the project, develop grant proposals and build/maintain relations and communication with donors;

<ul style="list-style-type: none"> 8. Develop, execute and monitor the project budget; 9. Recruit, select, hire and manage the project consultants.
OTHER TASKS
<ul style="list-style-type: none"> 1. Participate in staff meetings and in other meetings of the Institution in person, by teleconference, also contribute to the development of the Institution. 2. Fulfill other tasks not included into this job description, if required, by assignment of Executive Director or other authorized persons.

REQUIREMENTS FOR POSITION	
General requirements	<ul style="list-style-type: none"> 1. University degree (preferably, in public health, public policy, public administration, international development or related field); 2. Minimum 3 years of experience with development and implementation of national and international advocacy for public health issues, preferably Hep C or other infectious diseases; 3. Practical knowledge and proven experience with medication price reduction strategies (e.g. ARV) is preferable; 4. Solid skills in communications, public relations and project management; 5. Direct experience in working with community-based groups; 6. Commitment to harm reduction principles and knowledge of specific treatment issues of relevance to people who use drugs; 7. Ability to listen and communicate effectively with people from diverse cultures and backgrounds; 8. Experience with policy analysis and publication development and production; 9. Familiarity with the GF and WHO; 10. Excellent command of English and Russian both oral and written; 11. Budget drafting and tracking skills.
Competences model	<ul style="list-style-type: none"> 1. Strategic thinking 2. Problem solving 3. Written and spoken communication 4. Negotiating skills 5. Debating in larger groups 6. Presentation skills 7. Making influence 8. Organized

	9. Result focused 10. Initiative
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EXPECTED START DATE: February 15, 2011

COMPENSATION: Commensurate with experience.

TO APPLY:

Please email your resume and cover letter with salary requirements by **20 January, 2011**, to: jobs@harm-reduction.org

Please include the job title in the subject line: *Hepatitis C Project Manager, Policy and Advocacy Program.*