

	<b>Job Description:</b> <b>PROJECT COORDINATOR,</b> <b>TECHNICAL SUPPORT PROGRAM</b>
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REPORTS TO	Technical Support Program Manager
DIRECT SUBORDINATES	-
SUBSTITUTES	Technical Support Program Manager
EMPLOYMENT	Technical Support Project Coordinator is appointed and dismissed by Director of the Institution.

OVERALL RESPONSIBILITY
<p>Technical Support Program aims to provide high quality and effective technical support to organizations and programs, which serve and advocate for the health and rights needs of people who use drugs, and to build their capacity to scale-up and to raise the quality of harm reduction services in Central and Eastern Europe and Central Asia (CEECA).</p> <p>Project Coordinator is responsible for coordinating and organizing day-to-day activities of the Technical Support Program projects, including Harm Reduction Knowledge Hub (HRKH), to ensure their timely and quality implementation.</p>
PROGRAMMATIC TASKS
<p><u><i>Project Analysis and Development</i></u></p> <ol style="list-style-type: none"> <li>1. Analyze trends in the field of technical support (TS) related to harm reduction in CEECA and propose specific ways to improve the TS program content and implementation plans;</li> <li>2. Contribute ideas to the process of new project development, strategic planning of programmatic activities, partner/donor identification, lead by the TS Program Manager;</li> <li>3. Collect, analyze data for and be part of the TS grant proposal and donor report drafting;</li> </ol> <p><u><i>Partnerships Building and Communications</i></u></p> <ol style="list-style-type: none"> <li>4. Provide support to the TS Program Manager to coordinate communication with the Knowledge Hub Technical Advisory Board, EHRN's Expert Groups, program implementing partners, including key government representatives, donor agencies and non-governmental bodies on national, regional and international levels (e.g. UN agencies, CCMs, GF principle recipients, the World Bank; harm reduction, AIDS treatment and drug treatment stakeholders etc.);</li> <li>5. Coordinate the communication and collaboration of the HRKH with other Knowledge Hubs and TS providers in the region;</li> </ol>

6. Take a lead in building EHRN's pool of TS experts and trainers and maintain regular communication and track their engagement with EHRN;
7. Keep the TS Program specific information available on the EHRN's website up-to-date;
8. Represent the program at relevant internal and external events in consultation with the TS Program Manager
9. Support TS Program Manager in implementing strategies that promote the TS Program services and drive TS demand;

*Project Implementation and Coordination*

10. Carry out day-to-day projects implementation, solve problems and coordinate activities, including collaboration between EHRN's programs to optimize efforts/avoid duplication;
11. Draft, systematize and file project documentation (project descriptions, project accomplishments, event reports, publication summaries, presentations etc.);
12. Draft terms of reference (ToRs) for consultants to develop and/or review training materials and other TS tools (e.g. letters, publications, reports, press releases, resolutions etc.) with guidance from Program Manager;
13. Organize and coordinate the project events with guidance from Program Manager (e.g. trainings, workshops etc.);
14. Conduct HRKH trainings using trainer's manuals, if required.

**MANAGERIAL TASKS**

1. Monitor timely production of program deliverables and with high quality;
2. Draft project workplans, budgets, donor and progress reports for Program Manager's review and approval;
3. Monitor implementation of project workplans according to the timelines and budgets; timely inform TS Program Manager and other staff if problems emerge and suggest solutions;
4. Monitor the quality of TS services and take measures to guarantee that they meet EHRN's quality standards;
5. Analyze and address forthcoming challenges that might threaten the project implementation, in consultation with TS Program Manager;
6. Keep track of the program specific communication with and engagement of EHRN's Expert Groups and external partners to avoid multiple uncoordinated requests/communications;
7. Serve as the primary contact person to requests of Technical Support services;
8. Recruit, select and contract, coordinate and supervise services of external consultants and work with EHRN's administrative staff to ensure timely payments of consultants' fees.

**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, if required, by assignment of Executive Director or other authorized persons.

REQUIREMENTS FOR POSITION	
<b>General requirements</b>	<ol style="list-style-type: none"> <li>1. University degree (preferably in public health, public administration, communications or another related field);</li> <li>2. Minimum two years of experience with coordinating technical support services provision;</li> <li>3. Knowledge of the field of harm reduction and/or human rights, drug policy, HIV or a related field;</li> <li>4. Practical experience in developing and/or delivering trainings (at least 2 years) is an asset;</li> <li>5. Event and project coordination/management skills, including budget development and monitoring;</li> <li>6. Grant proposal writing skills;</li> <li>7. Excellent command of English and Russian both oral and written (knowledge of other languages is an asset);</li> <li>8. Proficiency with computers, means of telecommunication and communication;</li> <li>9. Motivation and ability to work with high efficiency in the field of harm reduction;</li> <li>10. Experience and comfort working with diverse communities (people who use drugs, CSW, MSM, etc.);</li> <li>11. Ability to travel abroad for work, occasionally involving weekends and holidays.</li> </ol>
<b>Competences model</b>	<ol style="list-style-type: none"> <li>1. Organization</li> <li>2. Problem solving</li> <li>3. Written and spoken communication</li> <li>4. Time management with the ability to meet deadlines under pressure</li> <li>5. Ability to handle multiple concurrent tasks</li> <li>6. Result oriented</li> <li>7. Initiative</li> <li>8. Demonstrated ability to be flexible and work both independently and as a member of a team.</li> </ol>

**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](mailto:jobs@harm-reduction.org)

Please include the job title in the subject line: *Project Coordinator, Technical Support Program*.