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Vacancy Announcement

Technical Support Program Program Officer

The Eurasian Harm Reduction Network (EHRN) is a regional network with a **mission** to promote humane, evidence-based harm reduction approaches to drug use, with the aim of improving health and protecting human rights at the individual, community, and societal level.


EHRN unites harm reduction programs, groups of people who use drugs and their allies from across 28 countries of Central and Eastern Europe and Central Asia (CEECA), who work to advocate for the universal human rights of people who use drugs, and to protect their lives and health.

More information about EHRN can be found at www.harm-reduction.org.

Currently EHRN is looking for a person to the position of the Program Officer at its Technical Support Program – please, see below the job description.

If you are interested in the position, please submit Letter of Interest and your CV to Jolita Lieparskiene at jolita@harm-reduction.org by April 30th. For more information please contact Jolita at +370 611 55561. EHRN will contact **only** potential candidates for further discussions.

Sincerely,
Secretariat of the Eurasian Harm Reduction Network

 EURASIAN HARM REDUCTION NETWORK	Job Description: PROGRAM OFFICER, TECHNICAL SUPPORT PROGRAM
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REPORTS TO	Technical Support Program Manager
DIRECT SUBORDINATES	-
SUBSTITUTES	Technical Support Program Manager
EMPLOYMENT	Technical Support Program Officer is appointed and dismissed by Director of the Institution.

OVERALL RESPONSIBILITY
<p>Technical Support Program aims to provide high quality and effective technical support for programs, which aim to 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>Program Officer is responsible for coordinating and organizing day-to-day activities of the Technical Support Program projects, including Harm Reduction Knowledge Hub (HRKH), to ensure timely and quality implementation of the programmatic goal.</p>
PROGRAMMATIC TASKS
<p><u><i>Project Analysis and Strategy Development</i></u></p> <ol style="list-style-type: none"> 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; 2. Contribute ideas to the process of new project development, strategic planning of programmatic activities, partner/donor identification, led by the TS Program Manager; 3. Collect, analyze data for and be part of the TS grant proposal and donor report drafting; <p><u><i>Partnership Building and Communications</i></u></p> <ol style="list-style-type: none"> 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.); 5. Coordinate the communication and collaboration of the HRKH with other Knowledge Hubs and TS providers in the region; 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.

REQUIREMENT FOR POSITION

General requirements

1. University degree (preferably in public health, public administration, communications or another related field);
2. Experience working in the field of harm reduction and/or human rights, drug policy, HIV or a related field;
3. Practical experience in developing and/or delivering trainings (at least 2 years) is an asset;
4. Event and project coordination/management skills, including budget development and monitoring;
5. Grant proposal writing skills;
6. Excellent command of English and Russian both oral and written (knowledge of other languages is an asset);
7. Proficiency with computers, means of telecommunication and

	communication; 8. Motivation and ability to work with high efficiency in the field of harm reduction; 9. Experience and comfort working with diverse communities (people who use drugs, CSW, MSM, etc.); 10. Ability to travel abroad for work, occasionally involving weekends and holidays.
Competences model	1. Organization 2. Problem solving 3. Written and spoken communication 4. Time management with the ability to meet deadlines under pressure 5. Ability to handle multiple concurrent tasks 6. Result oriented 7. Initiative 8. Demonstrated ability to be flexible and work both independently and as a member of a team 9. Harm reduction and it's elements.