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|  | **Job Description:**  **SENIOR PROGRAM OFFICER**  **12 October 2021** |

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| REPORTS TO | Program Team Lead |
| SUBSTITUTES | Program Team Lead |
| EMPLOYMENT | Senior Program Officer is appointed and dismissed by Executive Director. |

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| 1. **OVERALL RESPONSIBILITY** |
| * 1. The Senior Program Officer has a set of responsibilities which is divided into two groups: program/project management and the implementation of regional advocacy activities.   2. In program management the Senior Program Officer, with the support and supervision of the Program Team Lead, is responsible for managing of assigned program components and projects. This includes project management, supervision of subordinates (if any), daily management of EHRA’s sub-grantees, consultants, evaluation of assigned program components, oversight of budgets, development of relevant knowledge and participation in fundraising.   3. In developing and implementing regional advocacy activities Senior Program Officer develops and supervises activities on regional and national level and works with Program Team members to provide scientific bases and creative approach in capacity building to EHRA members to ensure effective advocacy for sustainable provision of harm reduction services, for protection of human rights and humane drug policy, according to organizational [strategy](https://harmreductioneurasia.org/wp-content/uploads/2020/05/EHRA-Strategy-2020-2024-ENG.pdf). |
| 1. **PROGRAM MANAGEMENT** |
| * 1. Coordinate assigned program components and projects with support and under supervision of the Program Team Lead including monitoring of project performance, timelines and budgets; develop relevant progress and final reports.   2. Participate in organizational fundraising and development of EHRA’s projects, including contributing to project proposal narratives and providing administrative support for the submission of funding proposals to donors.   3. Draft, systematize and complete project documentation (e.g. project descriptions, project accomplishments, event reports, publication summaries, presentations etc.)   4. Organize and coordinate project events (e.g. workshops, trainings, publications, webinars, etc.) under the Program Team Lead / Manager guidance and with support from the Finance and administration team.   5. Coordinate work of national implementing partners /sub-grantees within assigned projects and set up a regular communication with them. This work includes organizing of sub-grantees selection process, supervising implementation process and sub-grantees reporting, other tasks.   6. Coordinate working relations with external consultants and contractors (e.g. writers, translators, reviewers, editors, etc.), ensuring that activities are according to the timeline and planed deliverables. This work includes drafting ToRs, organizing tenders, drafting contracts, and other tasks.   7. Ensure that projects news and other relevant information is posted via EHRA communication channels (e.g. webpage, FB, Twitter, email lists); |
| 1. **REGIONAL ADVOCACY** |
| * 1. Provide expertise and support to the Senior Management Team including determination of the projects goals, advocacy methods, approaches, and tools in developing regional advocacy projects on quality of harm reduction, drug policy and protection of human rights.   2. Organize provision of technical support and capacity building to national partners, members of EHRA on the advocacy approaches and tools.   3. Provide expert input in developing policy briefs, recommendations, position papers and other regional advocacy documents based on the EHRA strategy, in consultation with experts, and partners.   4. Provide expert input in setting advocacy priorities and linking advocacy and policy reform objectives with scientific evidence on quality of harm reduction services.   5. Support the Executive Director and relevant program staff in advocacy and policy work on the regional and global level (WHO, UNODC, the UN General Assembly Special Session on World Drug Problem, the UN Commission on Narcotic Drugs, the UNAIDS Program Committee Board, international human rights mechanisms, harm reduction consortium etc.).   6. Organise knowledge management within EHRA membership and the Secretariat on assigned topics.   7. Monitor the impact of EHRA advocacy on national, regional, and global level. |
| 1. **OTHER TASKS** |
| * 1. Participate in staff and other face-to-face and online meetings, also contribute into the development of the organization.   2. Fulfil other tasks not included into this job description, if required, by assignment of the Program Team Lead or the Executive Director. |

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| 1. **REQUIREMENTS FOR THE POSITION** | |
| **General requirements** | * 1. A strong commitment and experience in provision/management of harm reduction services, human rights, drug policy and civil society and community strengthening in EECA country/ies (minimum of 3-year experience in the field).   2. University degree in management, public health, public administration, social studies, communications or another relevant field.   3. Thorough understanding of project/program management techniques and methods, including budget development and monitoring.   4. Good command of English and Russian both oral and written (knowledge of other languages is a plus).   5. Proficiency with computers, means of telecommunication and communication.   6. Experience and comfort working with diverse communities (people who use drugs, sex workers, LGBTIQ+, people living with HIV etc.).   7. Ability to listen and communicate effectively with people from diverse cultures and backgrounds.   8. Ability to travel abroad for work, occasionally involving weekends and holidays. |
| **Competences model** | * 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 |

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| 1. **LIABILITY** |
| Senior Program Officer works in accordance with:   * 1. Articles of Association of the organization;   2. Operational Procedures, including Personnel Policy, Harassment Policy, Anti-fraud Policy, Data Security Policy, Accounting policy and other internal rules of the organization;   3. This job description. |

Confirmed by the Executive Director

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(signature, date)

Familiarized and agree with the Job description:

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(name, surname, signature, date)