



Strengthening Community Systems  
Advancing Human Rights

**Project: L'Initiative**

**Position: Programme Officer**

**Requirements**

- 3-5 years experience working with key and vulnerable populations •  
3-5 experience on gender-related issues related to HIV, TB, and malaria
- Identifies with or is part of key or vulnerable population to HIV, TB, or malaria an advantage

**Responsibilities**

- Ensure day-to-day programmatic operations of the project, which includes implementation of regional activities as indicated in the work plan, overall project management of country grants from development, coordination with partners, and reviewing the veracity of delivery of project activities
- Works with and provides oversight of country partners' work to ensure delivery of project activities
- Prepare and finalizes programmatic reports for approval of the Programme Manager
- Ensured proper sharing and coordination of reporting with Programme Manager and MEL Manager
- Work directly with consultants and service providers and ensures the delivery of their respective outputs
- Coordinates with operations and finance sections in terms of preparation for travels, relevant meetings
- Coordinates with the finance section in budget tracking, monitoring, and financial reporting
- Serves as focal point of APCASO amongst its country partners, and responds and addresses issues and concerns accordingly
- Coordinates and supports the establishment and deployment of the Learning Institute
- Coordinates and supports the establishment and facilitation of the Gender & Health Platform
- Reports to Programme Manager

**Please send your CV and if you have inquiries to**

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Wattana, Bangkok 10110, Thailand

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