



**About APCASO :** [www.apcaso.org](http://www.apcaso.org)

APCASO is an Asia-Pacific regional civil society network organisation that serves as a catalytic platform for advocacy and community systems strengthening for health, social justice, and human rights for key, vulnerable, and marginalised communities in Asia and the Pacific.

**About REGENERATE :** <https://apcaso.org/regenerate-project-brief>

The Regional Gender Justice and Sexual Rights Initiative (REGENERATE) is a three-year civil society capacity-development, movement-building, and advocacy project that aims to address the long-standing gaps around gender and sexuality in health policies and services related to HIV, TB, and malaria in the Asia-Pacific region.

**POSITION : PROGRAMME OFFICER**

**Requirements:**

- Secondary or tertiary education and/or relevant experience in health, social sciences, international affairs, and/or related fields
- Good understanding of the role of communities and civil society from the fields of HIV, tuberculosis and malaria in public health and/or development contexts, and especially in the Asia-Pacific
- Good understanding of organizational development issues in community and civil society networks and/or coalition settings
- Demonstrated understanding of human rights, gender equality, and public health issues in a development context, and especially on HIV, tuberculosis and malaria

**Experience and Skills**

- Minimum of 3 years experience in project and/or networks coordination, advocacy, and community mobilisation
- Ability to communicate effectively in English, both verbally and in writing, with a wide range of individuals and organisations
- Excellent writing and editing skills
- Proficiency with social media communication tool
- Ability to consolidate information from multiple sources and coherently synthesise and communicate such information
- Diplomacy, negotiation and advocacy skills

### Personal Qualities

- A commitment to the role of communities in responses to HIV, Tuberculosis and Malaria, and the principles of community participation (including GIPA)
- A commitment to gender justice, sexual rights, social justice, and human rights
- Ability to work independently and manage multiple tasks and priorities
- Those who Identify with or is part of HIV, TB and malaria key and vulnerable communities are encouraged to apply

### Responsibilities:

- Ensure day-to-day programmatic operations of the REGENERATE 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
- Ensure sharing and coordination of reporting with Programme Manager and MEL Manager
- Work directly with consultants 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
- Contributes substantive input to relevant APCASO projects outside of current project assignments, including in meetings and other processes
- Produces high quality reports of programme/project Develop programmatic documents, including activity work plans, budget requests, regular programmatic and financial reports, relevant terms of reference
- Reports directly to Programme Manager

Send your CV and a cover letter to [admin@apcaso.org](mailto:admin@apcaso.org) before 8 December 2024

For more information, visit our website at [www.apcaso.org](http://www.apcaso.org)