

## POSITION DESCRIPTION

### Position Details

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| <b>Position Title</b>       | <b>Logistics Officer</b>   |
| <b>Project/Program Area</b> | Sustainability of HIV Services for Key Populations in South East Asia (SKPA-2) |
| <b>Employment Type</b>      | Full-time contract position: 1 April 2023 to 30 June 2025                      |
| <b>Location</b>             | Bangkok, Thailand  |
| <b>Responsible To</b>       | Finance and Grants Manager   |

### About AFAO

AFAO leads Australia’s effort to end HIV transmission. We do so on behalf of our member organisations who represent lesbian, gay, bisexual, transgender and intersex communities, sex workers, people who use drugs, people with HIV and Aboriginal and Torres Strait Islander communities.

Our close connections with our communities provide us with rapid intelligence on changes in Australia’s HIV epidemic, allow us to mobilise and respond quickly and to act as a trusted communication channel to government, research, and clinical partners.

We have worked with Australian governments for more than 30 years to achieve a world-class response to HIV of which we can be proud. AFAO works across the Parliament to foster interest, strengthen political support, provide briefings and education about Australia’s response to HIV and to highlight the opportunities we have to better meet our goals of ending HIV transmission and minimising the impacts of HIV.

AFAO supports its members by leading the national conversation on HIV, advocating for AFAO’s members and communities in forums and government processes and providing a public voice on HIV. We work directly with our members in formulating positions and responses as new issues and evidence emerges. We work in partnership with clinicians and researchers to communicate and advocate for our communities’ interests.

Internationally, we foster the development of regional and country-level responses to HIV, contribute to the development of effective HIV policy and programs, and represent Australia’s community response to HIV in global forums. We are proud to have partnered with communities, technical partners and governments in Asia and the Pacific since the beginning of the HIV epidemic.

AFAO has offices in Sydney, Australia and Bangkok, Thailand.

## SKPA Overview

SKPA-2 is a three-year, US\$12.5m program funded by the Global Fund to Fight AIDS, Tuberculosis and Malaria for the period 1 July 2022 to 30 June 2025. The program follows from and significantly extends the successful SKPA-1 program, which will be completed by June 30, 2022. AFAO is the Principal Recipient.

SKPA-2 aims to improve the sustainability of evidence-informed, prioritised HIV services for key populations in Bhutan, Mongolia, Philippines, and Sri Lanka. There are four program objectives:

1. Accelerate financial sustainability,
2. Improve strategic information availability and use,
3. Promote programmatic sustainability,
4. Remove human rights and gender-related barriers to services.

Comprehensive planning for SKPA-2 has already been undertaken and a detailed performance implementation plan has been developed. It is expected that following a brief orientation and familiarisation, the Deputy Director, Programs will immediately begin program implementation.

## Key Responsibilities

- Assist with logistical arrangements for the Multi-country Grant program events and meetings.
- Assist in the selection of contractors and suppliers for the Multi-country Grant program in accordance with AFAO procurement guidelines.
- Liaise with contractors and service providers around the delivery of services or products to support Multi-country Grant program implementation.
- Provide administrative support for establishing systems and processes for AFAO Foundation.
- Provide guidance to staff in resolving operational issues and problems.
- Liaise with the Senior Accountant and Corporate Administrator around day-to-day record keeping requirements and queries.
- Handle day-to-day office operations with a focus on efficiency and time management.
- Develops and maintains an up-to-date leave, and travel schedule of AFAO Program staff.
- Perform other appropriate duties and responsibilities as directed.
- Ensuring timely logistical support for all activities and events.
- Maintain and update asset fixed register of the multi-country grant and facilitate periodic physical asset inventory close coordination with the Senior Accountant and Corporate Administrator.
- Managing priorities and deadlines
- Engage in other duties as directed by the Manager, Finance and Grants.

## Challenges and Problem solving

Challenges faced by the position that the position -holder will be expected to be able to manage include:

- Providing timely logistical arrangements for the Multi-country Grant Program
- Maintaining good working relationships with AFAO staff, program staff Sub-Recipients and other stakeholders on day-to-day administrative and logistical requirements.
- Ensure that procurements processes are in adherence to Donor and AFAO policies and standards.
- Recognising important issues and providing suggestions for improvements to AFAO' s procurement systems and procedures.
- Managing priorities and meeting deadlines.

## Decision Making

The position exercises day to day discretionary and decision-making responsibility within the framework set by an annual workplan. The position is required to exercise considerable judgement in liaising with stakeholder and responding to issues that may impact AFAO's reputation. In exercising the responsibilities and making decision, this position is bound by AFAO's Code of Conduct and policies and procedures.

## Performance Review

Key Performance Indicators for the role will include:

- Effective administrative, procurement and logistics systems and mechanisms that are responsive to the needs of the program.
- Timely logistical support to Multi-country Grant's Program events and meetings.
- Efficient provision of support to day-to-day office operations.
- Effective liaison and oversight of Program fixed assets register.
- Completion of duties in an efficient and effective manner.
- Important deadlines are met.

## Selection Criteria

### *Essential*

- Bachelor's degree in business administration; HR Management or related field is required.
- At least five years of Office Administration, IT and Procurement experience.

- Demonstrated experience operating with Thai legal and regulatory requirements.
- Must be conversant in both Thai and English.
- Knowledge of MS Office - Outlook, Word, Excel, PowerPoint

### *Desirable*

- Experience working with NGOs and international organization on office administration management and procurement.
- Experience resolving employee relations situations and legal issues relevant to employment in field offices.
- Ability to work independently.
- Excellent interpersonal, communication, and organizational skills
- Must have a strong customer service orientation; ability to always demonstrate the highest level of ethical standards; ability to multi-task and juggle competing priorities while ensuring quality output.
- Experience working in a diverse and multi-cultural setting.
- Strong written and verbal communication skills.

### *Core Qualities/Attributes*

The successful applicant will:

- Listen, adapt, and make culturally appropriate adjustments within the aims and objectives of the program.
- Be self-aware and own their cultural values, expectations and biases while respecting and understanding those of others.

### *Other requirements*

- All AFAO personnel must adhere to AFAO's Code of Conduct and corporate policies. These can be made available upon request.
- AFAO is committed to safeguarding and promoting the welfare of children young people and vulnerable adults, and any offer of employment is contingent on completion of a National Police Check and signing AFAO's Safeguarding Code of Conduct.
- AFAO is an equal opportunity employer. We value inclusion, diversity, and gender equality. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

**The application deadline for this position is 28 March 2023. Please send a CV and cover letter expressing your interest with proposed monthly salary in Thai Baht to: [edzelyn.zabala@afao.org.au](mailto:edzelyn.zabala@afao.org.au)**

## SKPA-2 organisational chart

