

About INPUD

The International Network of People who Use Drugs (INPUD) is a global peer-based organisation that seeks to promote the health and defend the rights of people who use drugs. INPUD exposes and challenges stigma, discrimination, and the criminalisation of people who use drugs and its impact on the drug-using community's health and rights. INPUD will achieve this through empowerment and advocacy at the international level while supporting empowerment and advocacy at community, national, and regional levels. www.inpud.net

About the Role

Post:	Global Fund Programme Manager
Accountable to:	Executive Director
Hours:	Part-time, 28 hours per week (4 days)
Term of contract:	One-year rolling
Salary:	USD 30,000 – 45,000 pro-rata (plus benefits), depending on the local cost of living and experience.

INPUD is committed to employment equity and encourages applications from all qualified candidates, including members of the drug using community, as well as people living with HIV and/or hepatitis and LGBTQI+ people. As a drug user led network, priority will be given to suitably qualified applicants with direct lived experience.

INPUD seeks a committed team member to join the INPUD Secretariat to coordinate our work under the Global Fund *Community Engagement Strategic Initiative (CE-SI): Long-term Capacity Strengthening of HIV Key Population Networks and Organizations* (2024-2026) project. The primary objective of the project is to strengthen the capacity of national networks of people who use drugs in Nigeria, Tanzania and Kyrgyzstan to engage in Global Fund processes at country level to:

- Generate and use data to inform advocacy and decision-making
- Strengthen their capacity to mobilise and hold their representatives and decision-makers accountable
- Access timely and relevant Global Fund-related information and
- Drive programme quality based on the adoption of global guidance and sharing of best practice

The role of the Project Coordinator will predominately focus on coordinating the implementation of the Global Fund CE SI 2024-2026 project in Nigeria, Tanzania and Kyrgyzstan. This work will be undertaken in collaboration with the Executive Director, Programmes Oversight Manager and relevant team members. Secondly, the Programme Manager will oversee and develop advocacy and technical publications and documents grounded in the needs and perspectives of the community under the project. Thirdly, the Programme Manager will work to build up the technical and advocacy capacity of the networks by providing timely advice and support on Global Fund processes, advocacy, and influence.

Job Description

The role is responsible for:

- Coordinate development, implementation, and oversight of the workplans in Nigeria, Tanzania and Kyrgyzstan.
- Coordinate development, implementation, and oversight of national engagement plans in Nigeria, Tanzania and Kyrgyzstan.
- Ensure financial and fiscal oversight of the project as budget holder.
- Develop work plans, with the direction of the Executive Director, reports and other relevant documents that meet donor and internal requirements.
- Ensure project deliverables, including programmatic and financial reporting, are met.
- Maintain existing donor relationships and relationships with INPUD's partners and develop and establish new contacts and relationships relevant to INPUD's mission and foci.
- Provide technical assistance or link up to the appropriate person to regional and national networks so that they can meet project objectives and deliverables.
- Develop or supervise the development of technical and advocacy resources, documents and publications.
- Represent INPUD at appropriate meetings, workshops, etc.
- Attend weekly Secretariat meetings and Bi-Monthly check-ins with the line manager.
- Organise online peer technical support hubs.
- Mobilise Global Fund CE- SI short-term technical support for global drug user-led networks.

Experience Required

- Proven experience in programme management/coordination
- Proven experience in working with international donors
- Knowledge of financial management and accountability systems and mechanisms
- Experience in community mobilisation, network building and capacity building
- Experience in relationship-building with a diverse range of actors, including community members, international donors, UN officials and government
- Experience in advocacy on behalf of and with marginalised populations, particularly at the UN and national government levels
- Knowledge of drug user rights and harm reduction principles and a commitment to the empowerment and human rights of people who use drugs
- Experience in the not-for-profit sector, preferably in the drug policy, HIV, harm reduction, and/or blood-borne infection sector(s)
- Strong analytical, interpersonal, communication and organisation skills
- Strong collaboration skills, with proven ability to work as part of a team, build networks, and negotiate with partners and other organisations
- Excellent and demonstrable written and verbal communication skills
- Excellent ability with MS Word and Excel
- Strong English (written and spoken); second language an asset (e.g., Russian)

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- Lived experience of the issues impacting the lives of people who use drugs would be an asset.
- A sense of humour is a definite plus!

How to Apply

Applications should be made in writing with a motivation letter that speaks to the experience required.

Please accompany your application with your current curriculum vitae (CV) and the names and contact details of at least two referees, which must include your current or most recent employer.

Please send your application by email to jobs@inpud.net with CC to judychang@inpud.net

Deadline for applications: Midnight (CET) on Thursday, 14 November 2024

Good luck!



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