



Turning the Tide of HIV/AIDS in Africa
stephenlewisfoundation.org

JOB POSTING

PROGRAMME OFFICER (MATERNITY LEAVE REPLACEMENT)

The Stephen Lewis Foundation partners with community-based organizations who are turning the tide of the HIV and AIDS epidemic in sub-Saharan Africa by providing care and support to women, orphaned children, grandmothers and people living with HIV and AIDS. Since 2003, the SLF has funded over 1400 initiatives, partnering with 300 community-based organizations in the 15 African countries hardest hit by the global AIDS epidemic.

Job Summary:

The SLF project portfolio is divided into regions, primarily based on geography. Interacting by phone, Skype and email, each Programme Officer works directly with a set of community-level partners working on the frontlines of the AIDS epidemic in Africa and plays a key role in getting funds directly into their hands. Most importantly, each Programme Officer works in a way that affirms and conveys the strong respect for the expertise, intelligence and leadership of the African organizations with whom we exist to collaborate.

Job Duties & Responsibilities:

- Proactively manage a portfolio of SLF-funded projects, including building mutually respectful relationships with grassroots organizations; reviewing proposals and budgets; drafting Agency Agreements; tracking, reviewing and following up on narrative and financial reports; and managing ongoing communication
- With support from the Programme Assistants, ensure hardcopy and electronic files (including the GIFTS database) are complete and up-to-date with all of the necessary information and documentation
- In collaboration with the Director of Programmes, ensure that field visits are appropriately prioritized, supported, scheduled and followed up on. This includes synthesizing timely, analytical, and succinct briefing notes.
- Engage in deeper analysis and learning to better understand thematic issues and identify emerging trends
- Advise Director of Programmes of any potential issues, political sensitivities, and/or opportunities within the project portfolio
- Work with the Executive Director, Director of Programmes, as needed to read incoming proposals for new projects and determine suitability for funding
- Actively participate in team and organizational conversations, decisions, initiatives, and processes
- Assist with writing project descriptions, donor reports, and other materials
- Engage in public speaking about the SLF programmes work and ethos



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Job Requirements:

- Strong interpersonal skills and a desire to actively contribute to a positive, collaborative work environment
- Personal commitment to the values of feminism, solidarity, mutual respect, collaboration, humility, and social justice
- 3 - 5 years of professional experience in the field of international development in Africa or related field, including a strong understanding of HIV and AIDS, poverty, and gender issues
- Proven ability to independently lead a project and see it through to successful completion with minimal supervision
- High level of personal initiative and comfort with making informed professional recommendations
- Intermediate financial literacy skills including creating, reviewing and interpreting spreadsheets, budgets, audits and reports
- Capacity to take joy in meticulous organization and attention to detail
- Strong computer skills, including excel, databases, word processing, presentation packages (Power Point), internet, and email
- Comfort with a fast-paced work environment that requires flexibility, multi-tasking, and outstanding time management
- Excellent ability to communicate with warmth, professionalism, clarity and tact via written and verbal mediums
- Strong public speaking skills
- Solid understanding of and appreciation for the varied geography, culture, and history present within Africa

This is a full-time position based in our downtown Toronto office.

Supervisor: Director of Programmes.

Those wishing to apply please send your resume and cover letter along with your salary expectation to: **careers@stephenlewisfoundation.org**. Please note "**Programme Officer**" in the email subject line. The closing date for this position is **May 8, 2017 at midnight**.

Please do not call or email the Foundation about this posting. Only those selected for an interview will be contacted.

The Stephen Lewis Foundation is an equal opportunity employer.

Thank you for your interest!