

JOB DESCRIPTION

Title: Country Representative
Department: HIV/AIDS Twinning Center Program
Location: Maputo, Mozambique
Position: 40 hr/week
Reports To: Amanda Gibbons, Director, HIV/AIDS Twinning Center

PRIMARY DUTIES:

The American International Health Alliance (AIHA) seeks a country representative to work in Mozambique and assist in the coordination of activities for AIHA's HIV/AIDS Twinning Center (TC) projects in that country. The incumbent will work closely with AIHA's program and M&E associates. The country representative will also work closely with AIHA partners on general program activities, including administration, implementation, and reporting. S/He will be in close contact with partners and will coordinate communication; travel logistics; and programmatic activities. S/He will work under the direct supervision of the Twinning Center Director and with guidance from the program associate in Washington, DC.

ESSENTIAL DUTIES:

- Work with the Twinning Center to assess the implementation of the partnership and country workplans on a regular basis and make recommendations for changes or updates as needed.
- Provide substantial logistical support to local partners on the ongoing development of projects and activities of twinning partnerships.
- Review reports and program materials and participate in/conduct program reviews and documentation of program activities for partners.
- Create systems for monitoring program implementation as well as communication channels with AIHA partners and staff.
- Assist AIHA partners and potential partners with any questions, needs, or situations that may arise with regard to program implementation, while keeping all relevant AIHA staff informed.
- Maintain inputs and updates for accurate reporting; release information about programs to partners and other stakeholders on a regular basis.
- Disseminate information internally regarding AIHA activities and ensure that relevant information on partnerships progress is communicated to all relevant AIHA staff, funders, and partners.
- Act as an information source on AIHA partnership policies, procedures, or program administration guidelines as appropriate.
- Respond to inquiries from internal and external sources about AIHA programs.

QUALIFICATIONS:**Required:**

- Degree and or postgraduate degree in social science and health with minimum of 3-5 equivalent work experience in health-related programs
- Extensive knowledge of or experience of program management support procedures
- Experience working with United States Government teams and thorough understanding of PEPFAR reporting requirements
- Proven ability to drive and implement multidimensional projects with the participation of various stakeholders
- Ability to develop and maintain close relationships with relevant stakeholders
- Excellent leadership skills in order to manage partnerships, as well as the ability to mobilize resources to ensure that program activities are implemented
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Access).
- Excellent verbal and written communication skills
- Self-starter and strong multitasking and problem solving skills.
- Ability to work independently as well as in team environment
- Must be very dependable and detail oriented
- Personal and professional maturity and judgment
- Knowledge of public health, in particular HIV and AIDS programs
- Fluency in English, Portuguese, and local Mozambican languages and culture
- Must be willing to travel 25%

ADA SPECIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; stoop; reach with hands and arms; balance; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.