



राष्ट्रिय एच.आई.भी. तथा एड्स महासंघ नेपाल

National Association of PLWHA in Nepal (NAP+N)

Anek Marg, Baluwatar,
Kathmandu, Nepal, House NO 174
Tel. +977-1-4427459, 4417835
Email: info@napn.org.np
Website: www.napn.org.np

Vacancy Announcement of Advocacy Officer

Main Purpose of the Job

Assist in the efficient and effective implementation of HIV and AIDS field related activities of National Association of PLWHA in Nepal.

Position: Advocacy Officer

Reports to: National Coordinator

No of position: 1 (One)

Duty Station: Project Management Team at Center office and frequently travel to project sites and partner organizations

Position type: Contract

Salary & Benefits: As per HR Policy of NAP+N

Contract Duration: Initially up to 30th September 2021 and possibilities of extension upon funding availability

Position type: 50%

Responsibilities

Following is the list of specific duties and responsibilities that fall within the scope of the job. The incumbent will perform these tasks when necessary and as appropriate, depending on the context. In addition, it may be necessary for the individual to perform duties and responsibilities that, while not specifically listed below, fall under the general categories of this job description and are within the spirit of the job.

Under the general guidance and supervision of President, the incumbent will provide the following services:

- Assist National Coordinator in Designing, planning and implementing advocacy strategy.
- Coordinate with different agencies and NAP+N's other program units, Provincial offices to raise issues related to PLHIV rights and support NAP+N in strengthening capacity of local CBOs.
- Supervise and support district level implementing partners and NAP+N Provincial Chapters in making advocacy plans.
- Organizing seminars, workshops and special lectures; shall spend much of the time in correspondence with speakers, press and invitees.
- Assist National Coordinator in preparing and publishing advocacy related documents.
- Coordinate with government and other agencies for policy and advocacy to achieve the National Goal.
- Actively participate and represent the organization in various workshop, seminar, meetings and movements to share NAP+N position on various issues after in-house consultation.
- Support the process to form networks with various stakeholders such as development sector donors, NGOs, private sector, research organizations and academic institutions to mobilize their support for sustainable development initiatives.
- Assist National Coordinator in recording minutes of the meetings (where required), and preparation of "Advocacy Unit" reports for various purposes.
- Keep tabs on research and use the channels of advocacy to facilitate the process of lobbying for policy making/change.
- Any other tasks that may be identified by Management Committee.

Required Competency:

- PLHIV having Bachelor degree with more than 10 years of working experiences in similar field/task.
- Ability to work with target groups they are people living with HIV/AIDS,
- Excellent communication, interpersonal and team work skills.
- Good oral and written skills in English.
- Command in report preparation, event note and record keeping,
- Proficiency on computer usage on office Packages, email and internet,
- International working experience will be an asset.
- Willingness to travel in project districts inside country

All interested candidates are requested to submit curriculum vitae and motivation letter with subject head as "Application for the position of Advocacy Officer" to hrdepat.napn@gmail.com no later than 5 PM of 7th November, 2020. Applicants from disadvantage caste, under-represented ethnic groups, women and People living with HIV (PLHIV) candidate meeting above requirements are highly encouraged to apply.

NAP+N reserves the right to cancel or postpone the whole recruitment process without assigning any reason whatsoever.