

We're looking for a project officer to join the key populations team.

Aidsfonds - Soa Aids Nederland is working towards a world where no one dies of AIDS anymore and where people are sexually healthy, so that everyone can love freely and without fear. We do this together with the people who are hardest hit by STIs and HIV because of discrimination and exclusion. We strengthen their voice and support them with information, knowledge and financing. For the love of all loves. We are working on this in the Netherlands, in two focus regions and in 10 countries worldwide.

The **International Department** is responsible for funding community-led action to increase access to health and rights and conducting global advocacy towards these aims. We focus on communities of populations living with or affected by HIV (including LGBTIQ+ people, sex workers, people who use drugs, youth, women and children) in ten countries and two regions worldwide.

To join our **key populations team**, we are looking for a

Project Officer (EECA)

28 hours per week

What does the team do and what are you going to do.

Worldwide, key populations continue to account for a disproportionate number of HIV infections and AIDS deaths. Eastern Europe and Central Asia (EECA) has the fastest growing HIV epidemic in the world.

Aidsfonds has multiple projects implemented in the region. We focus on mobilizing funding and investing it in urgent HIV responses and community systems. It will be your responsibility to implement this project portfolio in collaboration with your team within Aidsfonds.

Main tasks and responsibilities

- Support in fund and grant management.
- Reviewing financial and narrative reports, conduct due diligence, corresponding with partners, preparing contracts, monitoring calls and visits and keeping registrations in the relevant systems up to date.
- You monitor the progress on plans and budgets of diverse partners and provide them with guidance as needed, all the while we meet the accountability requirements.
- You develop reports and communication products for our diverse donors.
- Support the project team in our journey towards co-decision making with community organisations.
- Play a supportive role in other projects of international department based on affinity, interests and needs throughout the year.

What do we offer

First, we offer you an ambitious, inclusive, and diverse organization in which we work together in an accessible, open, and inspiring atmosphere and deliver quality based on appealing goals and clear roles.

In this way we contribute to a world where there are no longer any deaths from AIDS and where people enjoy good sexual health. You are welcome as you are, who you love or what you believe. We are curious about your talents and your social drive to work with us on our mission. You look at issues from different perspectives and you connect with the communities with whom we work, because you can draw on your own experience, have become acquainted with members of these communities or are interested in: people living with HIV, women, youth and children, LGBTIQ+, people with a migration background, (former) sex workers, (former) drug users.

In addition, we offer:

- An exciting position in an international team and ambitious organisation
- An employment contract initially for one year with the prospect of permanent employment
- This position is based in Amsterdam Sloterdijk (hybrid work from office/home, this is not a remote position and we do not facilitate relocation)
- A salary in scale 10 that lies between € 3.054 and € 4.884 gross per month (for 36 hours), grading takes place depending on your experience
- An individual choice budget (IKB) of 16.96% that you can use as you wish
- 208 hours of leave on a full-time basis (36 hours), and the possibility to buy extra leave via the IKB
- A NS business card for all public transport for your commute to work
- A personal development budget of €650 per year.

You bring the following with you.

- Experience in grant making and project management
- Inclusivity to all communities we work with
- Collaborative and communicative
- Organized and excellent in coordinating different streams of work.
- Flexible, self-driven and good at stress management
- Fluent in English and Russian
- Able to work both independently and as part of a team.
- Able to manage and prioritize tasks effectively, and to meet organizational and project deadlines.
- Preferably based in the Netherlands. Different terms of employment apply to people not based in the Netherlands.

How to Apply?

You can apply until Sunday the **31st of March 2024** by uploading your motivation letter and curriculum vitae on our application page by clicking on the following link:

<https://soa-aids-nederland.onlinevacatures.nl/nl/Vacancy/Postulate/307970>

More information about our projects and organization? www.aidsfonds.nl www.aidsfonds.org and www.soaids.nl

If you have an urgent question about the content, you can contact **Samuel Matsikure, Team leader**, via telephone number: **+31 208922374** or send an email: smatsikure@soaids.nl