

At Aidsfonds - Soa Aids Nederland, we strive for a world where there are no longer any deaths from AIDS and where people enjoy good sexual health. A world in which everyone can love freely and without fear. We do this by working together with the people who are hit hardest by HIV, STIs, discrimination and exclusion. We strengthen their voice and support them with information, knowledge, and funding. For all that is love. We are working on this in the Netherlands and in two regions, including the Eastern Europe and Central Asia region, and 10 countries worldwide.

Aidsfonds' **international department** is responsible for funding community-led action to increase access to health and rights, as well as for conducting global advocacy towards these aims. The international department consists of an advocacy team, the secretariat of the Robert Carr Fund, and two programmatic teams: Key Populations and Children, Youth & Women. The international work is organized in projects with project leaders responsible for the implementation and budgetary management of their projects.

**To join the key populations team we are looking for a**  
**Project assistant**  
**16-24 hours per week**

The project assistant will support the Eastern Europe and Central Asia portfolio. We provide short- and longer-term support to community organizations to address the unmet needs of key populations, strengthening community responses to HIV/AIDS and address the scarcity and fragmentation of the international funding for key populations in the region. In these projects Aidsfonds operates as involved fundraiser & funder, being the grant manager, fundraiser and co-coordinator of the diverse projects together with the local community organizations. The project assistant will work on the projects together with the project team.

**Main tasks and responsibilities:**

- You are responsible for the administration of our grant management, including carrying out due diligence, corresponding with partners, preparing contracts with partner organizations, monitoring the timeliness and completeness of files and keeping registrations in the relevant systems up to date.
- You support the project team in organizing international travelling, meetings and events, including note-taking and in organizing official translations when needed.
- You collect and edit information from partner organizations and support in collecting information for reporting, fundraising and for our communications.
- You play a supportive role in other projects of international department based on affinity, interests and needs throughout the year.

**What we offer**

First, we offer you an ambitious organization in which we cooperate and deliver quality in an approachable, open and friendly way on the basis of appealing goals and clear roles. In this way, we can all contribute to a world without AIDS and a drastic reduction in the number of STIs. It does not

matter who 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 will look at issues from different perspectives and connect with the communities we work with: people living with HIV, LGBTQ+, sex workers and drug users, either because you can draw on your own experience or because you have been in close contact with members of these communities.

### **In addition, we offer**

- an exciting position in an international team
- You will be offered a fixed term contract of a year, after which the contract can be extended for an indefinite period of time in case of a positive performance evaluation and if there are sufficient financial resources
- a salary based on scale 8 between € 2.908 and € 3.917 gross per month (for 36 hours), grading takes place depending on your experience
- an individual choice budget (IKB) of 16.96% monthly that you can use as you wish
- hybrid working: You will work at our office in Amsterdam (Sloterdijk) and/or partly from home. There is also the possibility of flexible working hours and setting your own agenda
- a NS business card for all public transport for your commute to work
- You have 208 hours of leave on a full-time basis (36 hours) and you can buy extra leave via the IKB
- a personal development budget of € 650 per year (based on 36 hours)

### **Are you**

- flexible, driven, stress resistant
- good in planning and organizing and do you have attention for detail
- fluent in English and Russian, and preferably also Ukrainian
- 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
- planning to stay in the Netherlands for at least a year

### **Do you have**

- Knowledge of or affinity with HIV/AIDS and SRHR and the Eastern Europe and Central Asia region
- Experience in or affinity with grant administration

### **Apply**

You can apply until May 20 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/313326>

The interviews take place in week 22.

More information? [www.aidsfonds.nl](http://www.aidsfonds.nl) [www.aidsfonds.org](http://www.aidsfonds.org) and [www.soaids.nl](http://www.soaids.nl)

If you have an urgent question about the content, you can contact Lynn Werlich, Director of International Programmes via an email: [Lwerlich@aidsfonds.nl](mailto:Lwerlich@aidsfonds.nl)