PROGRAMME ASSISTANT

J-FLAG is seeking to employ a dedicated and multifaceted individual as a Programme Assistant to support the successful implementation, monitoring and evaluation of its HIV and other programmes and initiatives.

Application Deadline:	September 29, 2015
Interview Date:	October 1, 2015
Start Date:	October 5, 2015
Expected Duration:	1 year

BACKGROUND

J-FLAG is the foremost organisation advocating for and working to improve the human rights situation of lesbian, gay, bisexual and transgender (LGBT) persons. The organisation promotes social change by empowering the LGBT community, and building tolerance for and acceptance of LGBT people to increase tolerance and create the foundation for policy and legislative reform.

PROGRAMME ASSISTANT

The Programme Assistant will support the successful implementation of J-FLAG's HIV and other programmes and initiatives which seek to improve the human rights of LGBT people in Jamaica. The Programme Assistant will provide support to the Programme & Advocacy Department in managing programmes, conducting research, coordinating workshops and other related activities.

RESPONSIBILITIES

The Programme Assistant will have the following responsibilities:

Programme Management

- Convene regular meetings and maintain contact with partners, community members, leaders, and external stakeholders.
- Coordinate consultations and meetings with parliamentarians, policymakers, civil Society groups and other key stakeholders.
- Assist in producing reports
- Follow up on implementation changes and other recommendations made during programme meetings
- Coordinate and conduct regular sensitization meetings and outreach with target populations and partners
- Prepare programme meetings and minutes

Communication

- Develop communication briefs on programs and relevant issues for partners and other stakeholders
- Assist with coordinating the design and editorial content of programme documents, ensuring that content is regularly updated and promoted.
- Provide support to the department in planning and developing relevant information and communications products and organise review of major communication products such as guidelines, protocols and brochures for publication and dissemination.
- Coordinate editing, design and printing of reports, guidelines, protocols, brochures and other IEC materials.

Administrative

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans
- Timely procurement and evaluation of goods and services
- Manage and execute logistical issues for workshops, meetings etc
- Maintain records on all project personnel/national consultants and their respective status (contracts, ToRs, time and attendance – if appropriate, etc.)
- Ensure effective documentation and filling index of other relevant programme documents
- Develop and maintain a database of project partners and stakeholders
- Ensure timely submission of invoices and payment requests for programme activities and follow up on the disbursement of funds requested

VALUES/GUIDING PRINCIPLES

- Performance Management
- Working in team and with people of different background
- Effective communication of information and ideas (written, verbal and formal presentation skills)
- Analytical and strategic thinking
- Results orientation/commitment to excellence
- Knowledge sharing/Continuous learning

DESIRED SKILLS & QUALIFICATIONS

- Bachelors degree Social Sciences
- Experience in conducting research and writing reports
- Good oral and written communication skills
- Excellent computer and administrative skills
- Knowledge of laws and policies related to human rights and public health is desirable
- Experience working with civil society organisations and government is an asset

Interested persons should submit a cover letter, curriculum vitae, and a 1-3 page writing sample to jobsattheforum@gmail.com by 3PM on September 29, 2015. Only shortlisted candidates will be contacted.

For further information contact Jumoke Patrick at 423 3536.