

**Job description:**

**Senior Policy Advisor (Fixed Term Contract)**

**Stop AIDS Alliance Mission:**

The International HIV/AIDS Alliance (the Alliance), UK, and STOP AIDS NOW! (SAN!), the Netherlands, have formed a partnership, Stop AIDS Alliance in Brussels, Geneva and Washington DC to build synergies between global policy and advocacy work in the UK and the Netherlands and to represent the work of the two organizations towards relevant policy makers, governments, UN agencies and Institutions to the global HIV response.

The mission of Stop AIDS Alliance is to ensure that HIV/AIDS is a high priority in the global policy agenda including adequate financing to achieve universal access to HIV prevention, treatment, care and support.

The policy and advocacy work of Stop AIDS Alliance is based on four common objectives:

1. Ensuring strong and coordinated political support for the global HIV response.
2. Ensuring the visibility of HIV and its linkages with the health MDG targets in broader health systems strengthening strategies.
3. Ensuring the effective integration of HIV in development cooperation policies.
4. Ensuring increased financing and improved aid effectiveness for the HIV response.

**Job Reports to:**

Policy Manager: Stop AIDS Alliance, based in Washington DC

**Direct Reports:**

N/a

**Main function:**

The Senior Policy Advisor is responsible for carrying out the policy and advocacy activities agreed in the common annual work plan of Stop AIDS Alliance, under the supervision of the Policy Manager: Stop AIDS Alliance which is overseen by the Head of Policy at the Alliance. The Senior Policy Advisor works with relevant internal and external stakeholders to support the Global Fund Replenishment process, the position of the Global Fund in the global health architecture; supports the health and community systems strengthening work of the Global Fund and WHO; engaging with the UNITAID Secretariat on innovative financing work; engaging in the International Health Partnership and Related Initiatives (IHP+) discussions relating to civil society involvement; working with the International Labour Organisation on the adoption and role out of the International Labour Standard on HIV and the World of Work. The role also includes taking part in international thematic working groups and representational and communication activities with relevant stakeholders in Geneva. This will include attending and presenting at external meetings,

collaborating with other civil society organisations, and liaising with the permanent missions of key EU Member States, the EU and U.S Delegations as well as with the key Geneva-based UN agencies. The Senior Policy Advisor will work collaboratively with SAA colleagues based in Brussels and Washington as well as with the policy team of the Alliance based in the UK and the SAN! policy team in the Netherlands. The Senior Policy Advisor will be responsible for fostering policy engagement with key Geneva based institutions, policy analysis and synthesis and proactive communication with SAA colleagues, and the policy teams of the Alliance and SAN!.

**Location:** The Stop AIDS Alliance office in Geneva, hosted within the International Federation of the Red Cross

**Travel:** Regular international travel

**Responsibilities:**

**1. Thematic based policy work**

*Objective: To ensure Stop AIDS Alliance's policy and advocacy work is of high quality and achieves high impact.*

- Plan and implement specific policy/advocacy projects, under supervision of the Policy Manager: Stop AIDS Alliance.
- Take part in and initiate policy analysis to enable Stop AIDS Alliance to develop informed and effective policy positions.
- Build appropriate partnerships with colleagues in thematic working groups and other organisations to share information and to engage in joint policy and advocacy actions.
- Produce accessible and accurate policy briefs, policy reports and papers on thematic work, which represents the policy positions of the Alliance and SAN!

**2. Strategising and planning**

*Objective: Support the development of a comprehensive Stop AIDS Alliance advocacy strategy and annual work plans.*

- Support the strategising, planning and co-ordination of Stop AIDS Alliance's policy and advocacy work.
- Provide strategic guidance on key thematic policy areas.
- Take part in organisational planning meetings of Stop AIDS Alliance, the Alliance, and SAN!
- Support the implementation of the Alliance cross team policy programmes.

### **3. Representational work**

*Objective: To accurately and accessibly represent the work of Stop AIDS Alliance, Alliance and SAN! towards external stakeholders.*

- Build sustainable relationships with policy makers and staff from the relevant UN agencies, the permanent missions of EU Member States and the U.S and EU Delegations.
- Ensure strong and effective working relationships with relevant civil society organisations in Geneva.

### **4. Communications work**

*Objective: To ensure that there is a high level of communication with Brussels, Washington DC, SAN! and the Alliance to keep colleagues informed about relevant policy processes in Geneva.*

- Regularly update SAN! and the Alliance about progress being made on the implementation of Stop AIDS Alliance's work plan.
- Contribute to keeping the Stop AIDS Alliance website up-to-date, and provide input into the Stop AIDS Alliance bi-monthly newsletter and the communication tools of SAN! and the International HIV/AIDS Alliance at a regular basis.

### **5. Research for policy purposes**

*Objective: To ensure that the policy work of Stop AIDS Alliance is informed by the most up-to-date research and data available.*

- Keep up to date on global policy developments with regard to HIV/AIDS and the health MDGs.
- Carry out background research to enable Stop AIDS Alliance to develop informed and effective policy and advocacy messages.

### **6. Miscellaneous**

- Maintain good relations with SAN! and the Alliance's partner organisations and external agencies.
- Represent SAN! and the Alliance in appropriate fora and in the media.
- Provide support to team members and other teams according to need.
- Undertake other duties as required.

**Person Specification**  
**Senior Policy Advisor**

	Essential	Desirable
<b>Qualifications/Education/ Knowledge</b>	Educated to degree level in a related field e.g. development studies, international relations, European studies and/or relevant experience.	Relevant post graduate qualification and/or relevant experience.
	Strong interest in and knowledge of HIV/AIDS and health related issues.	Sound knowledge of broader development issues.
	Knowledge of international agencies, INGOs, donors and bi-laterals in Geneva and Europe, especially those active in the field of HIV/AIDS and health policy.	
<b>Experience required</b>	Demonstrable experience of working as policy and/or advocacy officer in an INGO or UN Agency.	Experience of working for an NGO in the field of health and development.
	Demonstrable experience with senior level representational work with a diverse range of policy makers.	Experience of advocacy work with representatives of UN agencies.
	Experience of negotiating and responding effectively in politically sensitive situations.	Experience of working in a developing country.
	Experience of organising events.	
<b>Abilities and skills required</b>	Excellent communication skills in English, both verbally and in writing.	Other language skills, in particular French and Dutch.

Strong networking and interpersonal skills. Able to identify opportunities for working with other organisations quickly.

Good listener - able to link discussions to advocacy goals and respond quickly.

Strong organisational skills and the ability to manage deadlines and deal with competing demands.

Ability to work across different cultures.

Ability to work autonomously and in a proactive way.

Ability to use judgement, tact and discretion whenever appropriate.

High level of computer literacy (primarily in Microsoft Office packages).

Familiarity with databases and experience with developing and updating websites.

## **Personal qualities**

Strong team player.

Flexible and able to adapt to working in a rapidly changing environment.

Proactive and comfortable with taking initiatives.

Eligibility to work and live in Geneva.