

Terms of Reference

SWAN is seeking to recruit a **Program Officer** to work closely with other SWAN staff in supporting the implementation of capacity building and community mobilization programs.

Summary

The Program Officer is responsible for managing the network's capacity building and mentoring programs, along with all other related projects and programs implemented with SWAN members.

The work will require a combination of strong interpersonal and coordination skills, with an ability to recognize and respond to different regional and members' needs through effective use of bi-lingual electronic communication tools and networking.

The Program Officer reports to the SWAN Executive Director, and works closely with other staff members.

Duties and Responsibilities include, but not limited to:

(duties and responsibilities will be prioritized based on overall organizational workplan and match working hours)

Purpose of Position

Purpose of part time (75%) Program Officer position is to coordinate human rights and HIV-related initiatives, foster community-led initiatives and assist Executive Director.

The focus of the position is:

- 1) Support the Executive Director in fundraising, developing and implementing programs on sex worker health and human rights.
- 2) Support and foster sex worker leadership and sex workers' ability in the region to advocate, in collaboration with allies, on policies and legislation that affect them.
- 3) Support SWAN members in implementing joint programs
- 4) Coordinate technical assistance

Essential Duties & Responsibilities

To ensure that programs are implemented and reported in line with donor requirements

- To work with members to strengthen their work planning and program management
- To identify, prioritize and coordinate technical assistance needs of SWAN members
- To assess capacity building needs of SWAN members and make programmatic recommendations based on these



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- Support sex worker communities across the region to become meaningfully engaged in SWAN and to contribute to the development, implementation, and monitoring of policies, programs, and practices around health and human rights;
 - Coordinate information sharing, disseminate guidelines and tools (including SWIT) and generate relevant report to members;
 - Develop, plan, and facilitate program-related workshops, trainings and events;
 - Stay abreast of developments and initiatives in the fields of HIV/AIDS prevention, treatment and care in CEE/CA and on the look for advocacy opportunities through research and attendance at conferences and/or meetings;
 - To identify new emerging groups/leader and foster community mobilization and mentorship exchanges
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- Other tasks as assigned by the Executive Director, reasonably falling within the scope of the post

General Management functions under Executive Director

- Contribute to SWAN annual report
- Engage in communication and perform site visits with/to prospective and current member organizations;
- Monitor grants through progress reports, ongoing communication and site visits.
- Donor communication;

Requirements for the Position

- Applicants must have the ability to read, write, speak and understand English fluently. An ability to communicate in Russian is desirable.
- Knowledge of additional language of one of the languages in SWAN region is an advantage.
- Knowledge of the sex workers' rights movement and issues affecting sex workers in the CEECA region, and an understanding of practices, policies and legislation impacting upon sex work and sex workers of all genders.
- Ability to work independently.
- Experience in implementing human rights projects, HIV prevention programs, capacity building and community mobilization
- Experience of working within a multi-lingual environment, providing appropriate language support and working with groups and individuals whose first language is not English.
- An innovative and flexible approach and a commitment to team working with good organizational skills.
- Excellent interpersonal and communication skills with a diverse range of individuals and organizations, including the ability to communicate effectively face-to-face and via telephone, skype and email; make clear and convincing presentations and produce coherent written papers and reports.
- Ability to recognize and develop professional and personal boundaries.



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Compensation

Approximate budget for this position is \$1500 (depending on where applicant is based, cost of living if applicant is outside of Hungary; and depending on exchange rates).

Applying for position

Applicants are required to submit the following:

- Letter of Interest in the position, explaining why you are suited for this work and your work experience;
- Detailed CV;
- 2 reference letters.

Applications with the above details should be sent to stasa.plecas@swannet.org.

SWAN will consider applications from individuals interested in working either as a staff member (based in Budapest, Hungary) or as a consultant (based outside of Hungary).

NOTE FOR INTERNATIONAL APPLICANTS: SWAN welcomes applications from people worldwide. If you are based in Hungary SWAN is obligated to ask for documentation to validate your right to work in Hungary. Applicants based abroad are contracted as consultants based in their home countries who will be expected to work remotely and provide Tax Residency Certificate from their home country.

SWAN values diversity and encourages applications from individuals with sex work experience and welcomes applications from all sections of the community. As a sex worker-led organization, priority will be given to suitably qualified applicants who have sex work experience.

SWAN Secretariat will provide some support for applicants lacking expertise or experience in certain areas.

Deadline for submitting the application is March 27rd, 2020. Interviews will take place the week of March 30th.