

## **Announcement for Project Manager**

The Humsafar Trust (HST) is India's first community-based organization (CBO) of self-identified homosexual men, MSM, Hijras and LBT persons that started in April 1994. We at The Humsafar Trust, are looking for eligible candidates for the position of **Project Manager**.

### **About Project Transcend:**

**'TRANScend'** Addressing Gender-Based Violence and enhancing the Social Inclusion and Acceptance of Trans Persons in India. It is a transgender rights based project that aims to improve the inclusivity and acceptance of trans persons—particularly at ground level institutions like corporates, educational institutions, and bureaucratic offices—in order to facilitate wider acceptance of trans persons as well as create the conditions of possibility for transgender communities to flourish and take full advantage of the protections promised to them in the NALSA judgment.

**Project Duration:** 1 year

### **Qualification and Experience:**

1. Graduation and above.
2. Experience in HIV/AIDS and Human rights.
3. Computer skills especially using MS office.
4. Strong interpersonal skills coupled with excellent communication skills: verbal, written, listening, presentation and facilitation.
5. Minimum 2 years of experience in advocacy especially in HIV/AIDS

### **Job responsibilities:**

- a) You will primarily be responsible for the overall implementation of the project.
- b) The principal role will be managing programmatic, technical and organizational development within HST
- c) You will be required to contribute towards operational research related to the project, and developing tools and resources in prevention programming
- d) Lead, support and manage the development and implementation of various program implementation plans and budgets
- e) In collaboration with the administration and finance team you will be responsible for reviewing partner financial systems and procedures and facilitate specific technical support in areas of overall program budgeting, financial management, internal control systems and grant management. You also needs to support in monitoring, reviewing and evaluating the progress and impact of the capacity building programs.
- f) You will identify the key advocacy issues at the state and districts levels, and will provide necessary technical support to develop and implement effective advocacy strategies and activities
- g) Promoting innovation and documentation of good practices in HIV/AIDS programming for MSM, and TG communities

- h) You need to contribute to the development and implementation of effective monitoring, review and evaluation strategies and activities for the program against agreed project deliverables.
- i) You need to work along with other team members in preparing and submitting necessary reports to Principal Partner on timely basis, and coordinate with the said authorities.
- j) You will assess the programmatic, organizational and technical support needs of the Targeted Interventions and accordingly identify, develop and implement capacity building plans based on needs identified for community mobilization, CBO formation and functioning.
- k) Follow up with donor and support agencies for timely disbursement of instalments
- l) Need to monitor, review and evaluate the progress and impact of the capacity building programs.
- m) Team Planning and Development
- n) External Relationships and Networking

Interested candidates can apply by sending their CV via e-mail to **koni.hst@gmail.com**

Please mention name of the position in the subject line of the mail.

Only shortlisted candidates will be contacted for interview.

The deadline for sending in your application is **20<sup>th</sup> May 2017**.

**Regards,**

Advocacy Unit,

The Humsafar Trust, Mumbai

Phone: 022- 26673800