

TERMS OF REFERENCE
PROJECT OFFICER, CRN+

The Caribbean Regional Network of People Living with HIV/AIDS (CRN+) is the authentic voice of Caribbean People Living with HIV/AIDS (PLHIV). As a full and equal partner in the collaborative fight against HIV/AIDS, CRN+ is driven by PLHIV making a meaningful difference to their lives.

OBJECTIVE OF POSITION

The Project Officer will be responsible for ensuring effective implementation of the project's activities and task assigned to attain goals and objectives of the Orphanages project. He/She will be responsible for overseeing project work-plan performance, participating in project planning, budgeting, implementation, monitoring, reporting and programme development for CRN+.

SCOPE OF WORK

The officer will contribute to the fulfillment of the tasks required to attain the stated project management objectives of CRN+. These will include, but are not limited to:

Core duties

- Initiate planning for project (Operational Planning, Budgeting).
- Participate in developing project proposals and project documentation.
- Assist in developing workplan/s as required.
- Coordinate with the team, networks and partners to conduct capacity building trainings for partners.
- Support the Project Coordinator in all aspects of the programme implementation and development as requested.
- Assist in supporting implementation of CRN+ advocacy plan.
- Establish monitoring and evaluation systems including indicators.
- Assist and participate in project events (meetings/workshops/trainings).
- Undertake other program administration tasks as and when necessary.
- Ensure transparency, ethical conduct and efficiency in project implementation.
- Reporting on project activities and expenditure as requested by the Project Manager and according to project timeframes
- Assist in monitoring Project expenditure.

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- Prepare of monthly, quarterly and annual reports.
- Report to Project Coordinator any of changes which impact to the project implementation.
- Support the updating of CRN+ database and website.
- Coordinate with staff in documentation of projects' achievements.
- Support the production of communications tools: video clips, leaflet, press release/press kit, etc.
- Establish relationship and attends technical meetings with other NGOs, partners and networks when appropriate.
- Identify opportunities to collaborate with other organizations and leverage resources.
- Support monitoring and supervision of activities implemented to ensure effective implementation.
- Support the managing of CRN+ database and other M&E tools.
- Visit CRN+ networks/countries as required.
- Participate in Project review.
- Provide support to project team and partners when necessary.
- Identify training needs of partners and beneficiaries in the context of the project
- Contribute in developing operating tools for project interventions.
- Support the strengthening of the project management system for CRN+.
- Any other activity that is required within the framework of their duties at CRN+.

DURATION OF ASSIGNMENT:

One year contract with option for renewal

REPORTING RELATIONSHIP

The Project Officer will report directly to the Project Coordinator

COMPETENCIES REQUIRED:

- Monitoring and evaluation skills desirable;
- Excellent organizational, analytical and problem-solving skills, and attention to detail; Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions;
- Demonstrated ability to effectively interact with community organizations, government officials, corporate executives, general public and staff;



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- A spirit of achieving excellence and team building;
- Demonstration of honesty, transparency, accountability;
- Above basic Proficiency in the use of critical software and applications, including **Microsoft Office Suites**
- Excellent organizational skills and the ability to work under pressure and meet set deadlines.
- Ability to work independently as well as collaboratively

MINIMUM REQUIREMENTS

- At least a Bachelor's Degree in Social Work, Social Development or related field; with a minimum of three (3) years' experience.
- Successful experience with proposal development and writing funding proposals and reports.
- Experience of capacity building of CSOs.
- Experience assisting in budget development, management and oversight.
- Experience of donor funded projects and contracts (asset)

APPLICATION PROCESS

- a. A cover letter
- b. Curriculum vitae outlining relevant experience

Deadline for submission is January 21, 2022 at 5:00 pm EST to be emailed to info@crnplus.com and jshepherd@crnplus.com with the subject Project Officer and addressed to Project Coordinator – CRN+.