



RIATT-ESA CONSULTANT TERMS OF REFERENCE

I. POSITION INFORMATION	
Position title	Consultant - Programme Assistant
Position grade	International/ National Consultant
Duty station	East African Community (Office based)
Job Type	Consultancy
Reports directly to	RIATT-ESA Programme Manager
VACANCY-SPECIFIC INFORMATION	
Estimated closing date	8 September 2023
Estimated start date	1 October 2023 or earlier
Salary Offer	Remuneration will be commensurate with skills, experience, and allocated tasks.

Background

The Regional Inter-Agency Task Team on Children and AIDS in Eastern and Southern Africa (RIATT-ESA) is a regional network that brings together 30 partners that include civil society organisations, academia, regional economic bodies, UN entities, and bilateral donors in a shared commitment to promote and prioritise the children’s HIV and AIDS response.

Established in 2006, and managed by a Steering Committee and Secretariat, RIATT-ESA uses evidence-driven approach across three pillars of action- research, knowledge sharing and advocacy to support programme and policy makers in efforts to provide comprehensive care and support for infected and affected children and youth.

RIATT-ESA seeks the services of a consultant to provide programme support to RIATT-ESA Management.

Key Responsibilities

- Assist with the engagement of Stakeholders in the EAC into the RIATT-ESA Network;
- Provide support in Resource Mobilisation; work plans and budgeting;
- Provide administrative support to RIATT-ESA Management in the implementation of RIATT-ESA strategy, in close collaboration with the network’s Steering Committee and Partners;
- Provide support to enhance interaction on the RIATT-ESA website and social media for engagement, content sharing and networking;
- Scheduling conference calls including Executive and Steering Committee meetings, Technical Working Group meetings, Partners’ Forums;
- Schedule webinars, prepare adverts, prepare speakers and produce recordings and reports;
- Maintain RIATT-ESA central calendar of activities and events;
- Keep track of contracts, licenses, etc. and ensure they are valid or terminated in time.

Criteria for suitability as RIATT-ESA Programme Assistant

- Technical background and knowledge in Children affected by HIV and AIDS in Eastern and Southern Africa region;
- Understanding and experience of advocacy and communication work in the region with a focus on children affected by HIV and AIDS, and adolescent sexual & reproductive health & rights;
- Stakeholder engagement and coordination skills;
- Programme administrative skills, and ability to multi task and very well organized;
- Experience in supporting the organizing and running of conferences and satellite sessions;
- Tech-savvy and being able to use apps such as Facebook, Twitter, Instagram, hosting webinars, organizing Skype, Zoom and / or Go To meetings, Microsoft Teams meetings etc.

Qualifications

- Bachelor's level degree in a relevant area of study (Public Relations Management; Communications; Development Studies; Media Studies.);
- Knowledge of Adolescence Sexual and Reproductive Health and Rights (ASRHR); care and support for children affected by HIV and AIDS a plus.
- Three to four years work experience in communications, project management and human rights programming

How to Apply

Within the context of the above, RIATT-ESA invites interested and qualified consultants to apply in line with the scope provided under the following components:

- i. Cover Letter demonstrating the applicant's understanding of the assignment.
- ii. A comprehensive Curriculum Vitae.
- iii. At least one recommendation letter from one of the referees.
- iv. Three work related referees with contact details.
- v. Certified copies of identity document and qualifications

The applications can be submitted through vacancies@repssi.org and copy roseline.hwati@repssi.org

Appointment will be subject to any residency or visa requirements, and security clearances. Only candidates from the East Africa Region will be considered.

Only short-listed candidates will be contacted.

Assignment duration and other considerations

- This assignment is from 1st October 2023 and subject to extension based on availability of funding.
- The successful candidate will be required to work 4 days a week.