

Terms of Reference (TOR)

Program Officer

SWAN Foundation for the Human Rights of Sex Workers in Eastern and Central Europe and Central Asia (EEC/CA) is seeking to recruit a Program Officer to work closely with the Executive Director in the development, implementation and assessment programs that will build the capacity of the network to advocate for the rights of sex workers.

Position: Full time

Length: 9 months with possibility to extend contract

Location: Budapest, Hungary

Starting date: as soon as possible

Purpose of Position

SWAN Foundation seeks a full-time program Officer to coordinate human rights and HIV-related initiatives, foster community-led initiatives and assist Executive Director in management tasks. The program officer will be based in Budapest, work closely with the SWAN Advocacy Officer and Media/Communications Officer and will report to the 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 sex worker leadership and sex workers' ability in the region to advocate, in collaboration with allies, on policies and legislation that affect them.
- 3) Ensure communication between the SWAN Secretariat, working groups, officers and SWAN members on ongoing and future SWAN programs.

Essential Duties & Responsibilities

- Program-Related Functions in close collaboration with Advocacy and Communications Officers;
- 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 organize program-related workshops, trainings and events;
- Contribute to writing and editing project materials and position papers;
- 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;
- Contribute to improving and further promoting documentation of human rights abuse by state representatives;
- Perform other duties as assigned.

General Management functions under Executive Director

- In conjunction with other staff/consultants, develop grant making strategies, priorities, and guidelines;
- Write/draft grant proposals;
- 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;

Working Experience

- Experience working with sex workers from and at least three years' involvement in the health and human rights of sex worker or other overlapping communities
- Experience in being responsible for a project and seeing it through to the end;
- Experience in social organizing or activism
- Experience working in Central and Eastern Europe (CEE) and the former Soviet Union (fSU);
- Prior knowledge of or willingness and ability to learn quickly about advancing social justice through community organizing, legal advocacy, research, or policy reform work.

Skills Required

- A good understanding of issues around sex work in EEC/CA, an understanding of HIV-related services and issues closely connected to sex work (drug use, LGBTQ rights, gender based violence, migration, etc);
- Ability to work in a fast-paced environment with strict deadlines and to follow projects through to completion;
- Ability to trouble shoot and to constructively address concerns or problems as they arise in a positive manner;
- Very good written, verbal skill in English and 1 other language from CEE/CA;
- Good computer skills, proficient in Microsoft Office, and experience with internet research;
- Good listening and communication skills with sensitivity to cultural communication differences and ability to encourage and support others;
- Effectively work as a team member and independently, with a high-level of self-motivation and ability to set and meet goals;
- Show discretion and ability to handle confidential issues;
- Willingness to travel;
- Pleasant, diplomatic manner and disposition in interacting with colleagues and the general public;
- ***Knowledge of Russian is a very strong asset;***
- ***Experience in sex work is a very strong asset.***

Compensation

Commensurate with experience.

Application Instructions

Please email resume and cover letter with 2 contacts for people who would be able to give reference for you, with salary requirements by April 6th, 2015, to: SWANsecretariat@swannet.org. Include job code in subject line: Program Officer 2015-2016.