

PILS is hiring


COMMUNITY ENGAGEMENT OFFICER

Duties:

- Relationship building
- Engagement of communities
- Raising awareness
- Mobilisation of community members

SEND YOUR CV ON :

 recrutement@pils.mu

 212 4841



Last Reviewed: 23 July 2024

Job description:	<i>Community engagement officer</i>
Reports to:	Nu Vi La Coordinator
Responsible for:	N/A
Main Functions:	The Community Engagement Officer acts as a bridge between people with HIV/AIDS and the resources they need to thrive. They develop personalized empowerment plans for each support group, fostering communication and understanding of members' needs. This empowers groups to become stronger advocates in the fight against HIV/AIDS. The Officer also connects them with internal resources like outreach programs, medical care, and social support, ensuring a holistic approach to individual and collective well-being.

Brief of your job:

Community Group Support Planning (20%)

- To develop strategies to engage community members in PILS mission and objectives.
- Engage with members of the community to understand their needs and concerns.
- Organize community meetings, workshops, in line with community support group needs.
- Build relationships with group members, and facilitate regular meetings
- Conduct surveys or interviews to gather information in line with development needs of Community support member needs.
- Identify external service providers to intervene on specific group technical needs

Implementation (40%)

- Collaborate with colleagues across departments and programs to create internal links to PILS services for group members
- Provide information for referrals for HIV treatment centers, support groups, and other community resources.
- Empower individuals and groups to act and create positive change in the fight against HIV/AIDS.
- Organize and facilitate workshops and training for the community support group members
- Organize community meetings, workshops, and events to raise awareness and foster participation in programs Community Support Groups and initiatives.
- Mobilize community members to participate in HIV/AIDS awareness-raising activities.
- Provide input and assumptions for team budget
- Organise transport re-imburement

Prevention Support (10%)

- Participate in activities that raise awareness about HIV/AIDS prevention, transmission and treatment options. This includes distribution of materials and resources on HIV/AIDS prevention.
- Contribute to raise awareness amongst volunteers, staff of PILS and other organizations on HIV/AIDS related topics.

Monitoring & evaluation of Community Support Groups (10%)

- Collect data on program activities, outputs, and outcomes to share with MERL team
- Understand data analysis to ensure program effectiveness.
- Ensure timely submission of data from outreach activities and services
- Collect whole service M&E figures for Community Support Groups
- Contribute to narrative report writing

Admin & Finance (10%)

- Provide input and assumptions for Community Support group budget & finances
- Organise transport re-imburement

Other Related duties (10%)

- Engage in PILS' transversal activities and projects
- Attend PILS related meeting
- Any other cognitive duties deemed relevant by reporting line

About what will help you excel in the job

- A background in psychology, social science or equivalent
- Project management
- Excellent verbal and written communication skills
- Computer literate
- Valid driving license is an advantage

About yourself

- Empathy, patience, confidentiality
- Possess personal integrity and ethical standards, with demonstrated ability to handle confidential matters in a discreet and respectful manner
- Easy contact and communication with KPs and the public in general
- Planning skills
- Counselling skills
- Possess a level of maturity and self-awareness to be able to work with Key affected populations
- Good knowledge of various medical, social and psychological services available in Mauritius
- Ability to network with key informants in the community
- Problem solving skills
- Able to work irregular hours
- Leadership skills
- Strong commitment to HIV response in Mauritius
- Respect and appreciate the cultural diversity within the community and adapt approaches and strategies to be inclusive and culturally sensitive.

PILS has a zero-discrimination policy towards key populations and people living with HIV. We are an inclusive NGO and do not tolerate discrimination against gender identity and expression, sexual orientation, disability, physical appearance, body size, ethnicity, nationality, race, age, religion, marital status or pregnancy. Harassment in any forms towards any staff, volunteers, partners, community members, service providers or funders will not be tolerated by PILS.

PILS reserves the right to close the application window at an earlier stage if we receive a sufficient pool of applicants.

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PROJECT OFFICER

Duties:

- Creative problem-solving
- Project implementation
- Inter-institutional representation
- Networking
- Report writing and production
- Managing budget

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Job description:	<i>Project Officer</i>
Reports to:	Grant and Operations Manager through the Grant Coordinator
Responsible for:	N/A
Main Functions:	The Programme Management Officer will be responsible for all programmatic support to the activities of Community Health Services with the aim of impacting the HIV cascade

Brief of your job

Programme management

- Assist in the coordination, organisation and implementation of the project activities
- Assist Department's Managers and coordinators/officers in programmatic and financial follow-up of programs and activities.
- Collaborate in a prompt manner with the service/activity implementing teams and coordinators
- Liaise with Infirmity team to ensure data are well recorded for reporting purposes
- Bring forward service Improvement based on programmatic evidence of what works and what doesn't work. Also discuss with other programme officers/coordinators what works and what doesn't,
- Investigate for alternative solutions where programs are not meeting targets or are not operating as desired; assist in reprogramming and reallocation exercises.
- Investigate for alternative solutions and for complementarity between different programs.
- Assist in identifying areas, finding resource persons (including volunteers)
- Coordinate and produce implementation narrative in a timely manner for reporting purposes

Finance and monitoring & evaluation

- Work with Finance team to ensure financial information is up to date, variances are identified and recommendations for actions made
- Lead the production, overseeing and implementation of the projects workplan.
- Manage the activities' budget through requests for reallocations & ensuring smooth processes with the financial department
- Contribute to strategic planning within the Programme Team, including annual and medium-term planning and monitoring

- Work closely with Grant Management Dept, Fundraising and Communications teams to share information about programme, specific projects and programme impact
- Actively participate in all steps of the monitoring and evaluation of the programs

Representation

- Establish, maintain and strengthen effective relationships between PILS implementing partners.
- Networking: Liaise with partners, institutions & create new networks.
- Act as programmatic focal point in other department & partner's meetings & workshops
- Act as programmatic focal point between M&E & Finance to ensure smooth work-flow
- Any other duties, as agreed with the Programme Manager
- Participate, as required, in meetings and other training fora.

About what will help you excel in the job (Qualifications)

- Bachelor's degree in public health, Health Systems, community health, Finance, Programme Management or equivalent, or at least 3 years of working experience in follow-up of programs in medium or large organizations.
- Excellent communication skills (written, oral and interpersonal)
- Knowledge of HIV & AIDS and good understanding of HIV epidemic in Mauritius.
- Knowledge of group animation.

About yourself (Soft Skills)

- Aptitude to work within tight deadlines, during odd hours and having a good sense of initiative and a proactive approach.
- Excellent capacity to produce reports on time
- Demonstrate ability and commitment to teamwork and coordination with multiple partners.
- Computer Skills (Packet office, Gmail, other IT Skills and advantage)
- Non-judgmental and mature attitude towards the beneficiaries of proposed services, i.e., vulnerable populations (People who inject drugs, who live with HIV or engaged in sex work)

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