

VACANCY ANNOUNCEMENT

EHRN PROGRAM DIRECTOR

EHRN is seeking an experienced harm reduction specialist for the position of Program Director to be based in the network's secretariat in Vilnius, Lithuania. The EHRN Program Director is responsible for ensuring that all EHRN activities are responsive to needs in the region, in line with the EHRN strategic plan and are conducted with the high quality, results oriented approach for which EHRN is well known. The Program Director will represent the network, liaising with key partners in the region and engage in fundraising in addition to providing support to secretariat staff. Please see the attached Terms of Reference for more information.

Best regards,

Asta Minkeviciene
Executive Director
Eurasian Harm Reduction Network (EHRN)
Email: asta@harm-reduction.org
www.harm-reduction.org
NGO in Special Status with Economic and Social Council of the United Nations (ECOSOC)

POSITION AVAILABLE: PROGRAM DIRECTOR EURASIAN HARM REDUCTION NETWORK

BACKGROUND:

The Eurasian Harm Reduction Network (EHRN) is a regional network with a mission to promote humane, evidence-based harm reduction approaches to drug use, with the aim of improving health and protecting human rights at the individual, community, and societal level. Specifically, during 2010-2014, EHRN seeks to help implement non-discriminating policies for drug users and other vulnerable people in the EHRN territory, and to improve and expand the use of evidence-based interventions and services that target them. The Network's geographical focus includes Central and Eastern Europe and Central Asia (CEECA), which consists of 6 sub-regions: Balkans, the Baltics, Central Europe, European Countries of the Commonwealth of Independent States, Caucasus and Central Asia. For more information on EHRN and its work, please see www.harm-reduction.org

OVERALL OBJECTIVE OF THE PROGRAM DIRECTOR POSITION

The Program Director will ensure that EHRN programs and activities are responsive to needs in the region, in line with the EHRN strategic plan and are conducted with the high quality, results oriented approach for which EHRN is well known.

RESPONSIBILITIES:

Related to Policy and Advocacy

- Develops program of initiatives and projects to implement EHRN's long term strategy and goals;
- Oversees the development and implementation of the EHRN Advocacy Strategy and Supervises the work of the EHRN Advocacy staff;
- Reviews key EHRN publications and communications;
- Together with EHRN Advocacy staff and other key staff the Program Director will maintain relationships with key partners in EHRN advocacy initiatives;
- Provides advice to EHRN members and staff on advocacy related issues;
- Identifies “emergency” issues to be addressed by EHRN ad hoc advocacy efforts and provides support to Advocacy Officer on their planning and implementation;
- Oversees EHRN interactions with the press;
- Represents or delegates representation of EHRN at key international fora.

Related to Technical Support

- Supervise the work of the Harm Reduction Knowledge Hub Coordinator;
- Provide guidance and support on the planning and implementation of the Knowledge Hub Business Plan;
- Help the hub team identify new opportunities for the Hub and new specialists to be involved in hub work;
- Review programmatic content of Hub service proposals and Hub reports;
- Provide oversight on monitoring and evaluation of Hub services.

Related to fundraising

- Seeks funding opportunities for programs in accordance with EHRN's long term strategy and goals, in cooperation with other EHRN staff and partners;
- Participates in planning of projects, contributing on issues related to programmatic content;
- Writes or oversees the writing of grant proposals together with EHRN project managers;
- Establishes operating procedures for projects/programs. Ensure procedures meet program goals;
- Maintains relationships with potential partners, donors and technical assistance providers;
- In cooperation with the Executive Director and Financial officer, reviews and approves donor reports.

Related to the general development and maintenance of EHRN

- Provides support to other EHRN staff on programmatic issues to strengthen and implement EHRN's strategy and work plans;
- Contributes to the general development of EHRN;
- Recognizes and solve potential problems and evaluate project/program effectiveness in programmatic/expert field;
- Reviews all EHRN publications, grant proposals and donor reports and key external communications.

QUALIFICATIONS:

- Commitment to harm reduction principles and knowledge of specific treatment issues of relevance to people who use drugs;
- Proven leadership in the field of harm reduction and human rights, drug policy, HIV or other related fields and a minimum of 5 years of work experience in the field;
- Management experience, preferably including supervision of staff in multiple locations;
- Direct experience in working with community-based groups on the development and implementation of advocacy strategies and campaigns with demonstrable policy impact;
- Strategic thinking and proven ability to inspire local and regional actors to strengthen their service delivery efforts through monitoring and advocacy for policy change,
- Familiarity with international funding mechanisms and proven track record in fundraising;
- Ability to listen and communicate effectively with people from diverse cultures and backgrounds;
- Excellent oral and writing skills in Russian and English;
- Excellent public speaking skills.

START DATE: Summer, 2010

COMPENSATION: Commensurate with experience.

To Apply:

Please email resume and cover letter with salary requirements before **5 July, 2010**, to: asta@harm-reduction.org Include job title in subject line: *Program Director*.

or

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