

# VACANCY NOTICE

A GRANTS AND MONITORING, LEARNING & EVALUATION OFFICER  
0.4 FTE

## WHO WE ARE

The Global Fund Advocates Network (GFAN) is a network of over 700 advocates from close to 90 countries globally who, via the digital and other platforms we create and support, work towards the goal of ensuring all people can access quality health care & services to prevent & treat HIV, tuberculosis and malaria, and can exercise their human rights including the right to health. Including this position, we are 4 staff working the equivalent of 2.5 full-time positions; staff are currently based in Canada and Fiji.

## WHAT WE ADVOCATE FOR

Sustained and increased funding for health and rights that are equitably and effectively allocated, including a fully funded Global Fund to Fight AIDS, Tuberculosis and Malaria. We aim to ensure domestic investments in health are increased including funding for community-based and community-led programming and universal health coverage for all.

Our advocacy is informed by evidence, analysis and strategies to improve funding, policies and programs. We aim to be visible but more importantly, raise the profile of our members to enable them to inform and influence decision-makers in their country or regional contexts.

GFAN also serves as a technical partner on the New Venture Fund for Global Fund Advocacy grant, with 2 primary functions:

- 1) *identifying applicants and supporting them in drafting proposals to the Fund; and*
- 2) *providing ongoing management, monitoring and coordination of subgrantees throughout the grant period.*

## WHO WE ARE LOOKING FOR

The skill set we are looking for:

- a pro-active individual who is as comfortable writing a report for a funder requirement as they are working in Excel spreadsheets as they are writing short blogs, podcasts or other communications tools to share information, encourage collaboration across our membership and finding opportunities to share lessons learned from advocacy
- someone with experience creating new relationships and spaces for collaboration and learning
- someone with a minimum 2-3 years' experience in Monitoring, Learning and Evaluation work or similar interested in growing in and with the team
- someone with experience working in an English-dominant workplace while other languages spoken are a definite asset
- strong preference for individuals who have a practical background in global health and specifically multilateral organizations like the Global Fund to Fight AIDS, Tuberculosis and Malaria

Our small team is looking for a colleague who:

- brings passion and creativity to work with them every day;
- recognizes and comes up with good ideas and can also make them happen,
- can support their colleagues to achieve their goals by sharing skills and know-how and;
- can work independently in a virtual team and knows how to manage their time to ensure work is completed on time but also skilled at prioritizing during crunch times and is pro-active with identifying supports needed or challenges they are facing.

## WHAT YOU WOULD BE RESPONSIBLE FOR

Supports relevant team members in all aspects of grant compliance and monitoring and evaluation:

- Drafting, getting Team input and refining, approval and submission of grant proposals and reports per individual grant requirements
- Liaising with GFAN's administrative host to ensure financial reporting is completed in a timely way for all deadlines including keeping track of deadlines and providing support around financial reporting in tandem with key staff identified for those roles.
- Support in the management of contracts for any sub-contracts awarded through GFAN.
- Manage and regularly update the GFAN Monitoring, Learning and Evaluation (MLE) framework and learning strategy. This will include the implementation of MLE tools; such as conducting internal After Action Reviews, keeping the team on task with MLE tools and reporting requirements, and proactively identifying opportunities for utilizing new tools and facilitates the use of the tools.

Leading internal management of NVF for GFA Technical partner role and to ensure GFAN compliance as an NVF for GFA grantee (specifically in the application and reporting processes), including:

- Day-to-day management of information, maintaining close relationships and collaborations with NVF for GFA sub-grantees, collecting and analyzing sub-grantee information, setting up calls and taking minutes/notes from calls etc and updating other technical partners
- Creating and enabling open and transparent communications with NVF for GFA sub-grantees to facilitate collaborations, and lessons sharing
- Facilitating information sharing between NVF for GFA leads within subgrantee organisations and sub-grantees and the GFAN network more broadly
- Working with the NVF for GFA technical partners (NVF, Bill & Melinda Gates Foundation, Global Fund Secretariat and GFAN)

Contributes to core “organizational” tasks (annual workplans, reports to membership and/or GFAN’s International Steering Committee for e.g.) and other tasks and responsibilities as we discover the talents, skills, interests and subject matter expertise you bring with you

Active participation and representation of GFAN in all relevant calls, meetings and briefings

## SALARY AND OTHER ADMINISTRATIVE DETAILS

This position reports to the GFAN Director.

*Salary:* This position is envisioned as a 0.4 FTE with an initial salary package of USD 22,000 (based on an annual 1.0 FTE of USD 55,000).

*Modality:* Preferred employment modality is a direct long-term consultancy between our host organization (Joep Lange Institute) and the individual with monthly invoicing/payment. However, hosting arrangements with a partner organization would be considered depending on additional costs.

*Funding/Duration:* This position has secure funding through mid-August of 2023. GFAN foresees the possibility for hours to increase to a 0.6 FTE within the first 12 months of the position with additional responsibilities including more communications and advocacy and campaigning work.

*Benefits & Entitlements:* Regardless of modality of employment, GFAN provides 4 weeks of paid annual leave, paid sick days (12/annum), closes its offices an additional week per calendar year and has flexibility on the days and hours worked to fulfill the FTE. GFAN has additional policies related to compensatory time for overtime, other paid leave (parental, bereavement etc), unpaid leave (sabbaticals, personal or extended leave) and policies among others.

GFAN does not directly provide health insurance but will reimburse in-line with the FTE based on negotiation with the individual selected.

## HOW TO APPLY & TIMELINES

Deadline for Application: Monday September 12<sup>th</sup> at noon Eastern Time/6 pm Central European Time.- however interested applicants are encouraged to apply early as applications will be reviewed as they are received.

Submit all applications to: [admin@globalfundadvocatesnetwork.org](mailto:admin@globalfundadvocatesnetwork.org) with a clear Subject Line such as: **YOUR NAME** – Application for Grants and Monitoring, Learning & Evaluation Officer.

What to submit: Your CV, focusing on relevant work experience and academic background and a letter of interest which clearly addresses how you are the person who can accomplish what is needed in this position.

Interviews are expected between September 26<sup>th</sup> and 30<sup>th</sup> with communication about our decision before October 14<sup>th</sup>. The ideal start date is November 1<sup>st</sup> 2022 but alternatives can be considered with the successful individual.

*The Joep Lange Institute (JLI) in the Netherlands is the legal, administrative and financial host organization of the Global Fund Advocates Network.*