

## **Job Description**

**Position:** Technical Advisor, C-Change Jamaica

**Supervisor:** Chief of Party

**Project Summary:** Communication for Change (C-Change) is a social and behavior change communication (SBCC) project funded by the United States Agency for International Development (USAID) Global Health Bureau. C-Change's mandate is to improve the effectiveness and sustainability of communication as an integral part of development efforts across all aspects of health, as well as environmental conservation and civil society strengthening. C-Change works with global, regional, and local partners to use communication to change individual behaviors and social norms, supported by evidence-based strategies, state-of-the-art training and capacity strengthening, and operations and evaluation research. C-Change places special emphasis on building capacity in the South to implement high quality communication activities and on changing social norms through catalyzing "horizontal" communication within communities.

Through bilateral funding from USAID/Jamaica, C-Change will provide SBCC and strategic information capacity strengthening support at local and national levels to the Ministry of Health (MOH) and civil society organizations towards the prevention and mediation of HIV among most-at-risk populations (MARP) with an emphasis on sex workers (SW) and men who have sex with men (MSM) in Jamaica and the Bahamas.

**Position Summary:** The Technical Advisor position will be responsible for providing coordination and technical support in the areas of capacity strengthening, advocacy, and SBCC with Government and civil society partners. The Advisor will assist the COP in the preparation of Project deliverables, reports, and work plans and in his/her absence, will serve as Acting COP.

### **Essential Job Functions:**

- Support the COP in providing technical leadership for the project in SBCC, capacity strengthening, community mobilization, and advocacy.
- Contribute to the development of a communication strategy as part of the National MARP Strategic Plan and oversee the execution of national planning workshops in support of this initiative as needed.
- Participate in SW and MSM sub-group meetings.
- Support the roll out of the MARP Strategic Plan's communication strategy and regional adoption through action plan development with local Government counterparts.
- Provide regular technical support visits, performance monitoring, and reporting on activities within Jamaica and the Bahamas.

- Regularly review and synthesize trip reports, consultant reports, and partner reports to identify gaps, strengths, and recommendations for strengthening SBCC and outreach interventions.
- Contribute to the development of SBCC trainings, activities, and materials, including developing and improving upon tailored training curriculum for a variety of focal groups.
- Oversee SBCC capacity strengthening and technical assistance planning, provision, and monitoring for new and existing NGOs and Government partners working in SW and MSM programming in Jamaica and the Bahamas.
- Ensure quality implementation of all capacity strengthening workshops held in Jamaica and the Bahamas and post-workshop follow up.
- Provide ongoing technical assistance to partners to improve program documentation. Oversee the development of case studies of MARP program best practices, lessons-learned, and results. Distribute project briefs and case studies to promote and highlight HIV and MARP activities.
- Support the design and implementation of advocacy activities.
- In collaboration with another USAID-funded project, write and review requests for grant applications and participate in the selection of grantees.
- In the absence of the COP, serve as acting COP.
- Assist the COP in the preparation of Project deliverables, work plans, and reports.
- Supervise a program officer.

**Education:** Advanced degree in a relevant field, such as Communication, Health, International Health, Social Science, etc. Masters preferred.

**Experience:** At least seven years of experience in developing and conducting communication and/or capacity strengthening programs using a competency-based approach. Knowledge and experience in SBCC and experience working in a USAID or donor-funded Project preferred. HIV experience required (MARF experience preferred).

**Skills:**

- Ability to work independently, assess priorities, and manage a variety of activities.
- Strong interpersonal, supervisory, and organizational skills.
- Excellent writing, editorial, and communication skills.
- Experience with and a high degree of competency using Windows-based computer programs, including experience with internet.