



*Are you passionate about empowering adolescent girls and young women to make decisions that impact their lives and leadership?*

## **HER Voice Fund Coordinator**

### Terms of Reference

The Global Network of Young People Living with HIV (Y+ Global) is recruiting a HER Voice Fund Coordinator to manage the fund across 13 African priority countries.

The HVF Coordinator will be responsible for managing all aspects of the HER Voice fund, which aims to accelerate the leadership of adolescent girls and young women (AGYW) in the processes that affect their lives. Working with AGYW-led/serving organisations in the 13 Global Fund priority countries, including, Botswana, Cameroon, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, South Africa, Tanzania, Uganda, Zambia and Zimbabwe.

This is a remote-based position with the option to relocate to Cape Town, South Africa.

### **Background**

The HER Voice Fund supports the meaningful engagement of adolescent girls and young women and youth-led community-based organisations in the Global Fund and other related policy and program processes in 13 countries where new infections among AGYW are the highest and where the disparity in HIV risk between young women and men is the greatest. The HER Voice Fund is supported by ViiV Healthcare Positive Action and the Global Fund and implemented by the [Global Network of Young People Living with HIV \(Y+ Global\)](#).

The HER Voice Fund aligns with the [Y+ Global strategic plan for 2022-2025](#). It focuses on strengthening accountability to ensure that laws and policies reflect the rights and needs of all AGYW, including people living with HIV, living with disabilities, identifying as Lesbian, Gay, Bisexual, Transgender, Intersex, or Queer (LGBTIQ+), living in conflict-affected zones, in rural areas, those who inject or use drugs, who sell sex, pregnant or young mothers.

### **Eligibility**

1. Must be an adolescent girl or young woman aged between 18 and 33 years old (from the time of applying);
2. Must be based in one of the HER Voice Fund 13 priority countries;

3. Have experience either in implementing HER Voice Fund or engaged in some level with HER Voice Fund activities;
4. A Bachelor's degree in social sciences, humanities or any other related discipline;
5. At least 3 years experience of working in a programme management, financial and general administration role;
6. Experience using programs such as Microsoft Office;
7. Strong reporting writing skills;
8. Experience working with or for non-profit organisations (women-led organisations are an asset);
9. Proficient in English and able to communicate and write in English to a good degree;
10. Passionate and knowledgeable about HIV, TB and Malaria, SRHR, GBV and the broader health affecting AGYW;
11. Able to work independently as well as a committed team player,
12. Passionate and ready to make a difference;
13. Demonstrable experience in working with and advocating for the diverse needs and priorities of adolescent girls and young women. The applicant must be sensitised and have respect for diversity and inclusion.
14. Background and reference checks will be conducted, and adherence to our ethical standards, including Protection from sexual exploitation and Abuse (PSEA), is evaluated annually as part of performance appraisals.

## **Key Responsibilities**

### **1) Program Coordination**

- Manage the delivery, performance and impact of the HER Voice Fund;
- Manage existing contracts and monitor and contract new grantees;
- Ensure all procedures and policies are followed as part of the management of the fund, which includes due diligence, data protection, and safeguarding;
- Support communications, coordination, promotion and reporting of the activities conducted under the fund;
- To work closely with stakeholders and develop strong relationships to support the fund, including donors, youth networks and grantees;
- Demonstrate and promote commitment to safeguarding and promoting the welfare of vulnerable children and young people;
- To work alongside the Program Management Unit (including the Finance Officer and administrator).

### **2) Partnerships**

- Coordinate and manage key partnerships, including ViiV Healthcare Positive Action and The Global Fund, alongside guidance from the Executive Director;
- Coordinate and participate in the International Steering Committee to ensure strategic and seamless delivery of the HER Voice Fund;

- Support and coordinate the linkages between HER Voice Fund, Voix Essential, and the Gender Equality Fund;
- Collaborate with key stakeholders at the country level to ensure the smooth implementation of activities under the HER Voice Fund.

### **How to apply?**

Qualified and experienced candidates are invited to submit the following:

1. Curriculum Vitae (Maximum of 3 pages)
2. Cover letter outlining your motivation for the position (1 page)

Email your application with the subject line 'Application for HVF Coordinator\_[YOUR NAME]' to [hervoicefund@yplusglobal.org](mailto:hervoicefund@yplusglobal.org) by 30 June 2024.

### **About Y+ Global**

Y+ Global is the largest global network of young people living with HIV, with a presence in over 41 countries. Our mission is to empower young people living with and affected by HIV, giving them a voice in political and programmatic spaces. Y+ Global enables young leaders to design, lead, and manage programs addressing critical health and human rights issues, including HIV, TB, Malaria, Sexual and Reproductive Health and Rights, and Gender-Based Violence. Our in-person programs and online outreach have already reached over 140,000 young individuals and impacted over 850,000 lives worldwide.

For more information, please visit <https://www.yplusglobal.org/>