

**JOB DESCRIPTION**

<b>Job Title:</b>	Program Officer for HTS and PrEP
<b>Reports to (Title):</b>	HIV Prevention, Care and Treatment Adviser
<b>Location:</b>	Iloilo City
<b>Date:</b>	By October 2024

**POSITION SUMMARY**

Reporting to the ICAP HIV Prevention Care and Treatment Adviser, the Program Officer for HTS and PrEP will work with, collaborate, and support the ICAP Technical Team, the DOH-Centers for Health Development (CHDs) and project facilities in Region 6 and 7 in scaling up HIV testing services and PrEP enrolment.

The Project Officer will lead the identification and/or development of innovative strategies and approaches for HIV testing and PrEP delivery. He will provide technical support and mentorship to ICAP field staff and healthcare workers in supported project sites in the planning and implementation of these activities. Further, the Project Officer will also provide technical support to the Regional and Provincial HIV Program Coordinators, HIV/AIDS Core Teams and/or focal points to develop, monitor and evaluate the implementation of strategies and approaches for scaling up HIV testing and PrEP services.

**Responsibilities**

- Collaborate with the ICAP HIV Prevention, Care and Treatment team including the Regional HTS and PrEP Officers, the SI Team and Laboratory Team, Social Media Coordinators, DOH National and Regional Program Managers and Provincial HIV Program Coordinators and program implementers to review past and current strategies, approaches and activities, identifying those that worked and did not work well, challenges, insights and/or lessons learned.
- Lead the development/designing of new and innovative approaches and activities (using online or social media platforms, group testing in events, individual outreach, etc.) to reach young Key Populations, MSMs, TGs and males aged 15 y.o. and older to attract, inform and introduce, increase trust, promote acceptance and use, and retain clients for targeted HIV Testing and PrEP services.

- Review existing and update or develop training materials/job aids or SOPs to support capacity building ICAP field personnel and community health care workers in project sites to effectively implement strategies/activities on targeted HIV testing and PrEP services.
- Work with the ICAP Prevention, Care and Treatment Team to develop capacity-building strategies, roll-out plans, training and follow-up activities.
- Together with the Regional HTS and PrEP Officers and Social Media Coordinators, support capacity building/coaching of ICAP field personnel to include case managers, peer navigators/ roving peer navigators and case finders in the implementation of HTS and PrEP services and or/interventions.
- Provide technical assistance and support to the Regional HTS and PrEP Officers in the monitoring of HTS and PrEP activities, identifying challenges in implementation and providing practical solutions to address the same.
- Maintain close liaison with DOH HIV Program Managers at national and regional levels including Provincial HIV Program Coordinators for program updates and guidance on conduct of HIV Testing services and PrEP delivery.
- Coordinate with the ICAP Supply Chain Coordinator to help ensure the availability of HIV Testing Kits and PrEP medicines needed in planned activities to be implemented in project sites.
- Collaborate with the SI Team to deploy and use tools for collection, reporting and visualization of service delivery data on HIV Testing and PrEP.
- Provide regular updates on the progress of implementation of HTS and PrEP services, challenges and ways forward to the ICAP Technical Team, CDC, DOH HIV Program Managers, LGU HIV Program Coordinators.
- Contribute to the documentation and dissemination of program results and lessons learned, including submission of monthly reports and preparation of success stories.
- Perform other related tasks as maybe assigned.

## **Education**

- Bachelor's degree in Marketing, Advertising, or related Business Administration degree, or Public Health with related certifications

## **Qualifications**

- Extensive experience in marketing and/or advertising of health services, products or commodities in non-profit organizations or commercial companies.
- Experience in implementing HIV prevention and testing interventions in public health facilities, community-based organizations or private sector settings is a plus.
- Strong management and problem-solving skills including the ability to coordinate with various stakeholders.
- Excellent communication skills. Knowledge of Ilonggo and Cebuano dialects are desired.
- Flexible and willing to work overtime on time-sensitive deadlines.
- Proficient in computer applications such as Microsoft Office including social media platforms preferred by different subpopulation groups.

## **Travel Requirements:** As needed.

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