



JOB DESCRIPTION

TITLE: Resource Mobilization Officer

REPORTS TO: Secretary General

SALARY: Negotiable

INTRODUCTION:

The International Congress on AIDS in Asia and the Pacific (ICAAP) is a major biennial congress on AIDS in the Asia and the Pacific region. The Congress, convened every two years by the AIDS Society of Asia and the Pacific (ASAP) has played a key role in building commitment and networks in the struggle against HIV and AIDS in Asia and the Pacific region for over 22 years. .

Bangladesh was competitively selected as the host of the 12th ICAAP by ASAP. It is expected that the 12th ICAAP would attract up to 5000 delegates with a strong Bangladeshi presence of local participants. These delegates will include a variety of people from various backgrounds in Asia and the Pacific and beyond, positive people, health care professionals, public policy leaders, community advocates, activists, researchers, journalists, scientists, social scientists, faith-based communities, donors, governments, national and international civil society organisations.

A Local Organizing Committee (LOC) and an Executive Committee (EXCOM) has been established by a consortium of Bangladesh AIDS activists to ensure a smooth operation of the organization, management, implementation, and monitoring and information dissemination of the 12th ICAAP.

An International Advisory Committee (IAC) and a Local Advisory committee also will be constituted to provide guidance and assistance to the LOC/EXCOM and to ensure that the goals of ICAAP are fully realized during the implementation of the Congress.

The LOC realizes that the responsibility for the organization, administration, implementation and hosting of the 12th ICAAP is a major undertaking and will require support by stakeholders at all levels—international, national and local. The scale of the 12th ICAAP requires the services of a coordinator to support and assist the LOC/EXCOM in administration, preparation and implementation of the different activities related to ICAAP 12 is currently looking for an efficient, motivated and experienced candidate for the position of Resource Mobilization Officer.

SCOPE OF THE JOB/JOB SUMMARY:

Under the direct supervision of the Secretary General and the general guidance of the Chair and co-chairs of the ICAAP EXCOM, organizes details of all activities related with fund raising and resource mobilizing during the pre- conference and after the conference. Coordinates all arrangements and ensures the smooth functioning of the activities related with fund generation and resource mobilization. Maintain records, monitor and manages operating fund or accounts. Coordinate with different office staffs working regarding the ICAAP 12 including the Coordinator ICAAP 12, and liaise with the Professional Congress Organizer (PCO)

MAIN DUTIES AND RESPONSIBILITIES:

1. To take the lead in identifying funding opportunities, listing them and sharing the information with the Secretary General and EXCOM.
2. To assist with funding proposal writing processes. This involves writing project and budget plan proposals and coordinating with the different sub-committees of ICAAP 12 with the aim of sometimes jointly submitting a project proposal.
3. To assist in developing a fund generation and resource mobilization Workplan and constantly follow-up the implementation of the plan .This involves designing and writing materials for communications with different prospective donors and agencies.
4. To assist in mobilizing non-financial resources from private sectors entities, individuals and corporate agencies.
5. To coordinate processing of agreements in connection with funding opportunities and ensure effective and timely follow-up in terms of submission of reports to the donors and grant renewal proposals.
6. To monitor donor reporting and grant expenditure deadlines; coordinate with Coordinator ICAAP 12 and senior management of EXCOM in responding to these deadlines while facilitating and participating in the preparation of quality financial and narrative reports to donors.
7. To assist the Coordinator ICAAP 12 in developing activity plan and timeline in connection with the ICAAP Conference.
8. To contribute to the production of the ICAAP 12 E-Newsletter and distribution to donors particularly highlighting funds generated and resources mobilized.
9. To ensure that fundraising and resource mobilization information are up to date on the ICAAP 12 website
10. To assist and liaise with the Scientific, Leadership and Community Programme Committees in soliciting and linking prospective sponsors for programmatic sessions (Satellite, Symposium, Skill building workshops and forums).
11. To undertake all other relevant activities as and when assigned by the Secretary General and EXCOM.

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent Time Management
- Attention to detail
- Ability to creatively solve problems
- Staying calm at all times
- Excellent knowledge of English, both spoken and written
- Good analytical skills in developing and implementing resource mobilization strategies
- Ability to work effectively in teams
- Ability to prioritize workload and demonstrate deliverables/outcomes.
- Initiative taker, self-motivation and a commitment to continuously work results oriented

- Negotiation, communication and interpersonal skills.
- Good understanding of financial management and reporting processes.
- Computer literacy and ability to effectively use a variety of software particularly Excel.
- 10 years international experience in trade, finance or commercial sector
- At least having a Master degree

Interested candidates are invited to submit an updated CV and application letter with expected salary via < sc@icaap2015.org >. Only the short-listed candidates will be contacted