

**POSITION AVAILABLE:
PROGRAM OFFICER
PUBLIC HEALTH PROGRAM**

(Health Budget Monitoring and Advocacy Project and Public Health Watch Project, Public Health Program)

NEW YORK

May 2010

The Open Society Institute works to build vibrant and tolerant democracies whose governments are accountable to their citizens. Open societies are characterized by the rule of law; respect for human rights, minorities, and a diversity of opinions; democratically elected governments; market economies in which business and government are separate; and a civil society that helps keep government power in check. To achieve its mission, OSI seeks to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights. On a local level, OSI implements a range of initiatives to advance justice, education, public health, and independent media. At the same time, OSI builds alliances across borders and continents on issues such as corruption and freedom of information. OSI places high priority on protecting and improving the lives of marginalized people and communities.

Investor and philanthropist George Soros in 1993 created OSI as a private operating and grantmaking foundation to support his foundations in Central and Eastern Europe and the former Soviet Union. Those foundations were established, starting in 1984, to help countries make the transition from communism. OSI has expanded the activities of the Soros foundations network to encompass the United States and more than 60 countries in Europe, Asia, Africa, and Latin America. Each national foundation relies on the expertise of boards composed of eminent citizens who determine individual agendas based on local priorities.

The Open Society Institute's **Public Health Program** aims to build societies committed to inclusion, human rights, and justice, in which health-related laws, policies, and practices reflect these values and are based on evidence. The program works to advance the health and human rights of marginalized people¹ by building the capacity of civil society leaders and organizations, and by advocating for greater accountability and transparency in health policy and practice. The Public Health Program engages in five core strategies to advance its mission and goals: grantmaking, capacity building, advocacy, strategic convening, and mobilizing and leveraging funding. The Public Health Program works in Central and Eastern Europe, Southern and Eastern Africa, Southeast Asia, and China.

For further information on the PHP, please visit our website: <http://www.soros.org/health>

The **Health Budget Monitoring and Advocacy Project** (HBMAP) supports civil society organizations to use the tools of budget analysis to advance the goals of projects within the Public Health Program, particularly the Roma Health Project, Mental Health Initiative, International Harm Reduction Development Program and the International Palliative Care Initiative. HBMAP also collaborates with PHP's Public Health Watch Project on funding budget monitoring projects that include community monitoring methodologies. As a grantmaking and capacity building project, HBMAP provides financial support, technical assistance, training, and mentoring to civil society advocacy organizations to conduct high quality budget monitoring, tracking, and analysis

¹ **Marginalized persons** – those who by virtue of certain characteristics (ethnicity, sex, sexual orientation, etc.) or practices, experience specific discrimination and other human rights violations and have unequal access to health and other services, resulting in poorer health and living standards. In particular, the PHP is concerned with injecting drug users, Roma, persons living with HIV and/or TB, women, sex workers, lesbian, gay, bisexual and transgender persons, people living with intellectual disabilities and mental health problems, and the dying.

for advocacy. In particular, HBMAP targets areas where budget documentation and evidence can add credibility to existing advocacy campaigns. Throughout its grantmaking portfolio, HBMAP works to strengthen the voice and participation of affected communities in policy making and budget processes. HBMAP aims to build civil society capacity to advocate for concrete solutions and to ensure governments are pushed and held accountable for changes in policies and services that are needed. HBMAP works primarily in Central and Eastern Europe, Central Asia, East and Southern Africa..

The **Public Health Watch Project (PHW)** works to strengthen meaningful and sustained engagement by affected communities in the development, implementation, and monitoring of health policies, programs and practices. Specifically, PHW supports the capacity development or strengthening of civil society groups to effectively and strategically use monitoring as a mechanism for accountability at the national, regional and global levels. PHW is particularly interested in supporting community monitoring efforts such as citizen monitoring and evaluation of public policies and services and participatory public policy-making. PHW collaborates with HBMAP on community monitoring efforts that include budget monitoring and expenditure tracking.

Community-led monitoring and advocacy related to health services is increasingly important in the era of decreased financial resources for health and the push for broader health systems strengthening, trends that have the potential to further negatively impact marginalized groups. PHW believes that providing affected groups and communities with the tools, resources, and capacity to effectively monitor and advocate on health policies and programs with policy and decision-makers is critical to ensuring that their health needs and rights are met. PHW works primarily in sub-Saharan Africa, Eastern Europe and Central Asia, and Southeast Asia.

The Open Society Institute seeks a full-time Program Officer in its New York office to work jointly with HBMAP (75%) and PHW (25%)

Responsibilities

The Program Officer will report to the Director of Programs and PHW Director for PHW-related work. Responsibilities include:

HBMAP

Grantmaking:

- Together with Public Health Program Project Directors, develop a portfolio of grants that advance the advocacy goals of the Public Health Program through budget monitoring and advocacy. Collaborate closely with staff from the International Harm Reduction Development program, the Mental Health Initiative, Roma Health Project, International Palliative Care Initiative, and Public Health Watch.
- Review grant proposals and assess alignment with HBMAP's strategy, noting capacity and technical assistance needs.
- Maintain ongoing, active relationships with grantees and oversee the implementation of funded grants. Provide support to grantees and ensure that technical assistance is adequately provided.
- Conduct site visits to funded projects and monitor grants to ensure progress; troubleshoot when needed.

- Document and provide ongoing assessment and evaluation of HBMAP's overall grant portfolio.
- Track project expenses and assist in the development of HBMAP's annual budget.

Capacity Building

- Together with grantees, define organizational and project-level capacity building needs.
- Identify, develop, and manage relationships with an active group of technical assistance providers, consultants, and mentors to support the various capacity needs of grantees.
- Together with consultants, develop a range of skills building workshops and events; identify learning opportunities for grantees that support their development.
- Identify and develop peer exchange and horizontal learning opportunities for grantees and technical assistance consultants, and facilitate these exchanges or convenings as required.
- Develop terms of reference and contract agreements with consultants

Strategy

- In partnership with national foundation public health coordinators within the Soros Foundation Network, determine country-level budget monitoring priorities, strategies, and activities.
- Build and manage relationships with other OSI entities, funders, and interested parties who may be resources to HBMAP and its grantees.
- Provide ongoing assessment and evaluation of HBMAP's overall strategy.

HBMAP – PHW Collaborative Work

Budget and community monitoring collaborations

- Support PHW and HBMAP colleagues, as well as colleagues from other PHP projects and Soros National Foundations, in identifying, developing and implementing collaborative budget and community monitoring efforts.
- Develop requests for proposals and coordinate grant competitions and manage the grant review and approval process.
- Coordinate and manage technical assistance support to grantees as needed
- Monitor grants implementation, including through visits and reviewing reports.
- Participate in joint planning processes and development of campaigns and events of the PHP that involve budget and community monitoring.

Learning, documentation and advocacy

- Facilitate learning between HBMAP and PHW as well other PHP and OSI colleagues about joint budget and community monitoring opportunities and efforts.
- Coordinate and edit documentation of promising and proven practices in budget and community monitoring.
- Disseminate information on best practices at national, regional and international levels.
- Organize events to discuss and publicize issues relevant to joint HBMAP/PHW work.
- Assist grantees and partners in presenting the results of their work.
- Represent PHW in meetings and other fora.

General program administration

- Contribute to the development of program strategy, annual work and budget planning and implementation of long-term plans relating to HBMAP/PHW collaborations.
- Track and manage budgets for the above work.

Qualifications

Experience

- Master's degree in a social science e.g. economics, international policy, public policy, public health.
- Experience with civil society applied budget work, including national budget research and analysis, capacity building, training, and/or grantmaking.
- 3-5 years work experience focusing on advocacy in national and international settings; experience using results of civil society research and monitoring efforts a plus.
- Experience supporting capacity development or strengthening of community and/or advocacy organizations.
- Experience in grantmaking, project management, including managing consultants, and developing and managing project budgets.

Abilities:

- An understanding of the health and human rights issues faced by the Public Health Program's focus populations, including: people living with HIV/AIDS, TB; injecting drug users; people with intellectual disabilities; Roma; the dying; sex workers; and lesbian, gay bisexual and transgender persons.
- Understanding of policy-making and budgetary processes in a range of countries.
- An understanding of civil society approaches for conducting advocacy with the results of budget research and analysis.
- Excellent analytical and organizational skills.
- Excellent oral and written English. Familiarity with Russian language a plus.
- Ability to effectively manage several projects simultaneously in a fast-paced work environment.
- Experience working internationally, particularly in Central and Eastern Europe, Central Asia, sub-Saharan Africa, East Africa or Latin America.
- Ability to listen and communicate clearly and effectively with people from diverse cultures and backgrounds.
- Ability to work as a team member and independently, with a high level of self-motivation.
- Willingness to travel extensively.

SALARY: commensurate with experience

START DATE: June 2010

TO APPLY:

Please email resume and cover letter with salary requirements before **May 31, 2010**, to: humanresources@sorosny.org Include job code in subject line: **PO-HBMAP/PHW**

humanresources@sorosny.org

Include code in subject line – **PHP-HBMAP/PHW**

OR

Open Society Institute
Human Resources – **PHP-HBMAP/PHW**
400 West 59th Street
New York, New York 10019
Fax: (212) 548-4675

No phone calls please. The Open Society Institute is an Equal Opportunity Employer.