

**JOB DESCRIPTION**

**LEADER IN REPRODUCTIVE HEALTH AND POPULATION AND DEVELOPMENT**

**Post Title : HIV and AIDS Programme Officer**

**Level :** **SB4**

**Contract type : Service contract**

**Duration** : **1 year (Renewable)**

**Duty station : UNFPA Country Office, Maseru**

**Background:**

UNFPA is looking to recruit an HIV and AIDS Programme Officer. The incumbent will undertake the following main tasks:

**Job Purpose**

Under the guidance and supervision of the Representative, the HIV National Programme Officer (NPO) supports the delivery of UNFPA’s integrated programme and technical services on HIV prevention in partnership with in-country implementers. Primary focus is placed on interventions and support for key and vulnerable populations affected by HIV, and reduction of sexual transmission of HIV. The NPO analyzes and assesses relevant political, social and economic trends and provides inputs, project formulation, monitoring and evaluation, joint programming initiatives and national development frameworks. S/he ensures and guides the appropriate application of UNFPA systems and procedures. The NPO also facilitates the work of consultants, advisors, experts – both individuals and within relevant institutions. The NPO establishes and maintains collaborative relationships with counterparts in government, non-government, civil society and development partners, including multilateral and bilateral donor agencies, to address issues related to HIV prevention.

**Major Responsibilities**

1. In line with UNFPA’s substantive and mandated role under the UNAIDS Division of Labor, support programmes to accelerate HIV prevention and reduce sexual transmission of HIV, including comprehensive condom programming.

2. Provide technical and programmatic support to UNFPA and implementing partners on HIV response.

3. Support national implementing partners to develop effective linkages, integration and mainstreaming of HIV within broader Sexual Reproductive Health, primary health and other relevant health programmes.

4. Support to build multi/inter-sectoral linkages to deliver HIV prevention efforts in different settings, via a coordinated approach, especially for key populations.

5. Assist country partners with bilateral and multilateral funding proposals, mobilizing and leveraging UNFPA, national, private sector and donor resources to maximize development of sustainable HIV.

6. Support collection, analysis and synthesis of information to monitor HIV patterns and responses within the country, especially for key populations. Monitor and analyze reports on humanitarian, economic, political and social factors associated with HIV including field/case studies.

7. Support project implementation for timely and efficient delivery of project outputs. Monitor project disbursements, expenditures and progress in terms of achieving results, to ensure delivery in line with approved project budgets and targeted delivery levels.

8. Organize and participate as a resource person in advocacy meetings, round-tables, training workshops and other meetings related to specific HIV/AIDS issues.

responses, especially for key populations affected by HIV;

9. Review, analyze and evaluate technical reports and other relevant materials on prevention of HIV in the key areas and facilitate dissemination of good practices.

10. Carry out any other duties as may be requested by the Representative.

**Work Relations**

The job involves a close collaboration with a range of stakeholders and institutions active in HIV planning and programming:

-Relevant departments of the Ministry of Health at the national and sub-national level;

-Other line Ministries and national institutions as relevant to national HIV prevention efforts;

-Non-government and civil society organizations including those representing, supporting and providing services to key populations.

It also involves reaching out to relevant UN partners and other experts within and outside the country particularly those involved in HIV, STI, youth and reproductive health programmes

1. **Job Requirements**

**Education**

Master's degree or equivalent in public health, medicine, sociology, social anthropology, health education, health economics, epidemiology, behavioral studies, communication and other related fields.

**Knowledge and Experience:**

A minimum of 5 to 7 years of professional experience at the national or international level in implementing public health programs and projects.

**Required Competencies:**

**Functional Competencies:**

**Primary Competencies**

1. Results-based programme development and management

Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation. Uses analytical skills to identify opportunities for project development and participates in the formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.

2. Innovation and marketing of new approaches

Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.

**Additional Competencies**

3. Leveraging the resources of national governments and partners/Building strategic

alliances and partners.

Establishes, maintains and utilizes a broad network of contacts to keep abreast of

developments and to share information. Analyzes and selected materials for strengthening strategic alliances with partners and stakeholders.

4. Advocacy/Advancing a policy oriented agenda

Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts and takes opportunities for advocating for UNFPA/s mandate.

5. Resource mobilization

Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

**Corporate Competencies**:

1. **Values**

Integrity/Commitment to mandate

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA’s mandate and to the organizational vision.

Knowledge sharing/Continuous learning

Takes responsibility for personal learning and career development and actively seeks

opportunities to learn through formal and informal means. Learns from others inside and

outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

**Valuing diversity**

Demonstrates an international outlook, appreciates differences in values and learns from

cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

**2. Managing Relationships**

**Working in teams**

Works collaboratively with colleagues inside and outside of UNFPA to allow the

achievement of common goals and shared objectives. Actively seeks resolution of

disagreements and supports the decisions of the team.

Communicating information and ideas

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

**Conflict and self-management**

Manages personal reactions by remaining calm, composed and patient even when under

Stress or during a crisis and avoids engaging in unproductive conflict. Expresses

Disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

**3. Working with people**

Empowerment/Developing people/Performance management

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and contractive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

**4. Personal Leadership and Effectiveness**

Analytical and strategic thinking

Uses appropriate analytical tools and logic to gather, define and analyze information,

situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

**Results orientation/Commitment to excellence**

Strives to achieve high personal standard of excellence. Takes action that goes beyond

responding to the obvious needs of the situation and persists until successful outcomes are achieved.

Appropriate and transparent decision making

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

**Languages:**

Excellent interpersonal and communication skills including fluency in English and Sesotho.

**Other Desirable Skills:**

Full computer literacy