



JOB PROFILE

Title: Programme Officer (JPO)
Grade: P2 (In accordance with Agreement between Donor Country and UNAIDS)
Dept/Unit: UNAIDS Country Office in South Africa
Location: Pretoria, South Africa
Duration of assignment: 2 years with possibility of extension

About UNAIDS

Serving Countries and Communities to End Inequalities and AIDS

We, the Joint United Nations Programme on HIV/AIDS, lead the global effort to end AIDS as a public health threat by 2030. By placing the Sustainable Development Goals (SDGs) related to reduction of inequalities at the heart of our work, we lead the global response to AIDS by: (i) maximizing equitable and equal access to HIV services, (ii) breaking down barriers to achieving HIV outcomes, and (iii) integrating efficient HIV responses into wider health and protection systems.

We are committed to creating an equal, safe and empowering workplace culture where all people in all their diversity thrive. We live our values of Commitment to the AIDS Response, Integrity and Respect for Diversity. You can access the full UNAIDS Competency Framework [here](#).

Organizational Context

The South Africa Country Office provides leadership and coordinates the expanded UN system response in South Africa. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the South Africa Country Office supports the equitable provision of HIV services focused on key populations and locations most at risk. The South Africa Country Office promotes effective use of strategic information to better understand and track the epidemic and its trends, and to measure progress and sustainable impact of the response in South Africa. It supports efforts to strengthen the capacities of communities and their meaningful engagement in health, social protection, and human rights mechanisms, and provides intellectual support and technical guidance as necessary to national partners and policymakers.

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UNAIDS is mandated by the UN General Assembly to collect data from countries and report progress towards global AIDS response targets.

Supervision

Name of Supervisor: Eva Kiwango

Title of Supervisor: UNAIDS Country Director

Content and methodology of supervision:

As part of the UNAIDS JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear key results (Performance Evaluation Report) and completion of the yearly Performance Evaluation Reports.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- Regular calls organized by the Human Resources Department (individually and/or as a group) to establish a community of practice and provide networking opportunities for JPOs. Specific emphasis is set on mentoring and supporting first-year JPOs.

Key responsibilities

Reporting to the UNAIDS Country Director, the incumbent will contribute to UCO deliverables that are aligned with the UNAIDS vision, the epidemic size and growth, and the needs in South Africa. In particular, the incumbent will have the following responsibilities:

1. Provide technical contributions, coordination and administrative support to UCO implementation of Global Strategic Initiatives:
 - Support the implementation of the Global Alliance to End AIDS in Children by 2030 to close the treatment gap for children, by supporting efforts to ensure all children receive care.
 - Support the Education Plus Initiative prevention activities for young women and girls with the other co-leading UN agencies, SANAC, the government and civil society.
 - Assist the UCO efforts and commitment to the removal of structural, legal and policy barriers that hinder scale-up of services, especially for key populations including the decriminalization of sex work.
 - Global Prevention Coalition: Support the acceleration of access to HIV treatment and new technologies through the mobilization of prevention resources through the Global Fund Grant Cycle 7.

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- Support expansion of the capacity of community-led and other civil society delivery implementers through the strengthening of social contracting.
2. Provide technical support to enhance UCO influencing, advocacy and knowledge management:
 - Provide technical analysis and other input in the development of reports, documentation, policy briefs, proposals, Terms of Reference etc.
 - Support country visits of different types of influencers including the Global Good Will Ambassadors to secure political support and raise resources.
 - Support the building of a knowledge sharing capacity, culture and dissemination through engaging in Communities of Practice activities, organizing Brown Bag Information Sessions, and management of UCO File Share.
 3. Other activities as assigned including:
 - Prepare contracts related to UCO workplan activities: develop Terms of Reference, complete procurement forms, organize procurement submissions, and assist with procurement processes as per UNAIDS policy.
 - Organize logistics of UCO activities and events: research and secure quotations from service providers, assist UCO staff to prepare and manage activities and events.
 - Organize and participate in UCO, UN, national and sub-national events, activities, launches, site visits, and meetings, etc.
 - Participate in and represent UNAIDS on relevant technical working groups, committees or sub-committees.

Learning Elements:

Upon completion of the assignment, the JPO will be able to:

- Understand and gain practical knowledge of how the various UNAIDS branches, offices and practice areas integrate and effectively guide the worldwide response to HIV.
- Understand and gain practical knowledge of how the UCO effectively guides, coordinates, convenes and supports South Africa's national efforts to respond to HIV.
- In-depth knowledge of key HIV-related initiatives, projects, and programs and how these are implemented at country level.
- Understand and gain practical experience in liaising and engaging with national and sub-national counterparts from public, private, civil society sectors and other stakeholders in the country's response to HIV.

Linkages with other units

Internal	Purpose
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UNAIDS Regional Support Team East and Southern Africa (RST-ESA)	Liaise with and support regional efforts in the Data For Impact, Equality and Rights for All, Equitable Financing, and Science, Systems and Services for All practice areas.
UNAIDS Global Centre	Liaise with and support global efforts of the Policy, Advocacy and Knowledge Branch, Programme Support Branch, and Joint Programme Team in the Executive Office, as well as global efforts from all practice areas.

External	Purpose
UN Joint Team on AIDS	Liaise with and support the South African United Nations Joint Team on AIDS to implement and monitor the UNJT Country Envelope work plan.
National or Ad-Hoc Technical Working Groups, Committees, etc as assigned	Liaise with and support UCO engagement with all relevant multi-sector stakeholders in the national response to HIV.

Post requirements: knowledge and experience

EDUCATION

Essential: Advanced university degree at Master's level in public health, social sciences, or in similar fields.

EXPERIENCE

Essential: At least two years of relevant work experience, preferably in the field of public health and/or sexual and reproductive health.

Desirable: Experience in HIV programs in any setting (public, community, private, other).

LANGUAGES

Essential: Advanced level of English, reading, speaking, and writing.

Desirable: Working knowledge of any other UN language an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

Knowledge and experience working in public health, sexual and reproductive health, and/or HIV in any setting (public, community, private, other).

Good analytical and writing skills.

High level of attention to detail.

Results-oriented with strong organizational skills and ability to produce quality work within a deadline.

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Culturally and gender sensitive, with good interpersonal skills.
Computer literacy.

UNAIDS Values

1. Commitment to the AIDS response
2. Integrity
3. Respect for diversity

Core competencies

1. Working in teams
2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable

Managerial competencies

1. Exercising sound judgement
2. Building relationships and Networks

7. Certified as an accurate description of the work assigned (and performed if the position is occupied):

1st Level Supervisor

Name: Eva Kiwango

Title: UNAIDS Country Director South Africa

Signature:

Date:

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2nd Level Supervisor

Name: Anne Githuku-Shongwe

Title: Regional Director, East and South Africa

Signature:

Date:

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