



JOB PROFILE

Title: Programme Officer (JPO)

Grade: P2 (In accordance with Agreement between Donor Country and UNAIDS)

Department/Unit: UNAIDS Country Office Viet Nam

Location: Hanoi, Viet Nam

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 UNAIDS Vietnam Country Office provides leadership and coordinates the expanded UN system response in Vietnam. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the UNAIDS Vietnam Country Office scales up HIV services focused on key populations and locations most at risk. The UNAIDS Vietnam 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 Vietnam. 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.

Supervision

Name of Supervisor:

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 Reports).
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Mentoring and supervision modality will be tailored to the needs and professional interest of JPO.
- Coaching on building confidence and professionalization in the UN system and international working arena while learning and respecting local culture and systems.
- 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.

1. Key responsibilities

Under the direct supervision of the UNAIDS Country Director (UCD) for Viet Nam, and subject to the changing working environment and partnership with government, the incumbent will:

- Assist the UCD and the UNAIDS Country Office (UCO) team in convening, coordinating, and facilitating the two Joint UN Team on AIDS (JUNTA / Joint Team) for Viet Nam.
- Assist the UCD, the UCO team and the two Joint Teams (JUNTAs) in developing and implementing a needs-based, country-tailored Joint UN Plan on AIDS, in support to the and the SDG commitments, strategies and plans, in accordance with the priorities of the United Nations Sustainable Development Cooperation Framework (UNSDCF).
- Support the UCD/ UCO and the two Joint Teams in their engagement in the development, implementation and reporting on UNSDCF; assist in making sure that country priorities and needs pertinent to ending the AIDS epidemic are fully integrated in the UNSDCF processes.
- Assist efforts of the UCO team to foster collaboration and inclusive partnerships with key stakeholders at the national and provincial levels (Government Ministries, AIDS Control Programmes, communities and other civil society organisations, development partners, private sector and others) to advance the rights and ensure equitable access to prevention, treatment and other essential services, with a particular attention to key populations such

as people living with HIV, people who inject drugs, men who have sex with men, sex workers, transgender people, prisoners, migrant workers and others, women including intimate partners of men who engage in high risk behaviour, young key populations, as determined by the country context and up-to-date evidence.

- Support the UCD and UCO team in the development of a good knowledge base on legal, human rights and gender-related issues in relation to key populations. Liaise with appropriate departments in Government, civil society organizations and communities for collecting and sharing a broad range of strategic information that are relevant for key populations in Viet Nam.
- Assist the UCO in ensuring that civil society organizations and communities have space to engage in decision-making processes, participate fully in key partnerships and have access to financial and material resources made available by the Global Fund to Fight AIDS, TB, and Malaria (GFATM) and other funding agencies.

Learning Elements:

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

- Fully understand the mission, the values, the strategic priorities, and the operating modalities of UNAIDS Joint Programme; demonstrate a profound understanding of the role, objectives, and operations of UNAIDS Cosponsors and the Secretariat in Viet Nam.
- Demonstrate a good understanding of the HIV epidemic, its main drivers and impact on various populations, key principles, and core priorities of the HIV response; demonstrate a thorough knowledge of the AIDS epidemic in Viet Nam, its implications, priorities of the national response, and the place and the contribution of the HIV response to the national and provincial health and development agendas.
- Demonstrate a good understanding of the Agenda 2030 for Sustainable Development; show ability to explain the linkages between the target of ending the AIDS epidemic under the SDG3 and other Sustainable Development Goals (SDGs).
- Follow up discussions on technical issues on HIV with counterparts to help promoting HIV-related policies and programmes, at national and sub-national levels.
- Demonstrate competence in ‘translating’ strategic information into people-centered programmes and interventions, in particular as relates to key populations.
- Demonstrate ability to engage effectively with civil society and community partners.
- Demonstrate proficiency in the development of the Joint UN Plan on AIDS and in the application of the ‘Three Ones’ principles of coordination; demonstrate ability to integrate provisions pertinent to ending the AIDS epidemic in the UNSDCF.
- Demonstrate good understanding of the UN reform, its implementation at country level, as well as the role and the contribution to the reform processes of UNAIDS Joint Programme.

2. Linkages

Internal	Purpose
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UNAIDS Regional Support Team in Bangkok and in UNAIDS, Geneva.	To request and provide information; enlist support/funds/expertise; identify research and development needs.
UNAIDS staff in various countries.	Exchange/share experiences and views; develop collaboration - linkages between different national efforts and organizations
External	Purpose
Technical HIV focal points in other UN agencies.	To provide assistance and support in their coordinating role; to assist in planning and finding and utilization of available information; to provide reliable information related to vulnerable groups
Relevant officials/teams of the Ministry of National Health Services, Regulations and Coordination (NHSR&C), National AIDS Control Programme, Provincial AIDS Control Programmes, other relevant government agencies, communities and civil society organizations and cooperating partners.	To participate/collaborate in reviews, development for planning, and evaluation of activities. To provide reliable information and review documentations related to Key Populations (KPs).
Staff and Officials of the UN Joint Teams in Viet Nam, and other UN agencies, donors, NGOs.	To facilitate/promote provision and exchange of information.

3. Position requirements: knowledge and experience

EDUCATION

Essential: Advanced University degree at Master's level in international development, social or physical sciences, public health, management, or in similar fields.

EXPERIENCE

Essential: Two years of work experience preferably in programme management in public or private sector at the national or international levels, experience in data analysis and coordination.

LANGUAGES

Essential: Excellent knowledge of English.

Desirable: Working knowledge of another UN official language. Knowledge of the local language will be an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Knowledge of the AIDS epidemic, globally and its implications.

Understanding of the UN system of organizations and their delivery mechanisms.

4. UNAIDS Values

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

5. Core competencies

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

6. 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 post is occupied):

1st Level Supervisor

Name:

Signature:

Date

2nd Level Supervisor

Name:

Signature:

Date
