



## JOB PROFILE

**Title:** Programme Officer (JPO)  
**Grade:** P2 (In accordance with Agreement between Donor Country and UNAIDS)  
**Department/Unit:** Multi-County Office of Sierra Leone and Liberia  
**Location:** Freetown, Sierra Leone  
**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 Liberia Country Office provides leadership and coordinates the expanded UN system response in the country. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the country office scales up HIV services focused on key populations and locations most at risk. The 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 Liberia. It supports efforts to strengthen the capacities of communities and their meaningful engagement in health, social protection, and human rights mechanisms, and provides support and technical guidance as necessary to national partners and policymakers.

The Global Equality and Rights for All practice area offers knowledge, strategy, and solidarity, and it mobilizes partnerships and resources to advance gender equality, human rights, community engagement and youth leadership as central to the HIV response at the country,

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regional and global levels. The Department focuses on community engagement, youth leadership, gender and human rights and work across the following:

- Leveraging expertise, data and convening power to address gaps, build partnerships and ensure that those most left behind have a seat at the table.
- Taking on politically sensitive but critical advocacy for creating enabling legal environments, eliminating stigma and discrimination and promoting gender equality.
- Championing the GIPA principle and strengthening community-led responses.
- Supporting gender-transformative interventions to shift harmful social norms.
- Intervening in human rights emergencies.
- Advocating for duty bearer accountability to commitments.
- Providing relevant guidance, tools and technical support.
- Mobilizing resources for the leadership of people living with HIV, key populations, youth and women

## Supervision

**Name of Supervisor:**

**Title of Supervisor:** UNAIDS Country Director for Liberia and Sierra Leone

**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 (UCD), the incumbent will manage a set of deliverables that are aligned with UNAIDS Global AIDS Strategy and contribute to the Equality and Rights for All priorities. Under the supervision of the UCD and the guidance of the Equity and Rights for All Department Director, the JPO will:

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- Serve as UCO focal point for gender, human rights and community-led responses and facilitate the implementation of UNAIDS Equity and Rights for all Agenda.
- Support and facilitate strategic partnerships and alliances between UNAIDS Cosponsors, national governments, key donors, implementers, and members of civil society organizations.
- Support mechanisms for information sharing, ideas and lessons-learned; planning and overseeing the effective provision of technical support to address country barriers to implementation and accelerated responses.
- Support the development of guidance on innovative strategies to support national prevention and treatment responses towards achieving the 95:95:95 and 10:10:10 targets
- Support national partners in adopting, implementing, monitoring, and reporting strategies and innovations on HIV Combination Prevention, especially interventions related to ARV-based prevention (U=U, PrEP), new prevention technologies and use of virtual space for delivery of services, as well as addressing persistent inequities in access to existing prevention interventions such as condoms and lubricants, and harm reduction services
- Support enhanced country impact through developing guidance and tools for innovative solutions, programme design, and service delivery options, including but not limited to the development and implementation of community service delivery, differentiated models of care and support, innovative systems for integration and the elimination of parallel systems; analysis and conversion of evidence and programme data into policy guidance for country and sub-national level responses.
- Support the integration of innovation, human rights, and gender for improved human centred programme designed, people centred and community-led responses.
- Support national and other health development partners to prioritize and drive innovative and country specific HIV prevention options and solutions for Adolescent Girls and Young Women (AGYW) interventions, including areas on Prevention of mother-to child transmission (PMTCT), and interventions for boys and men for the prevention of Gender Based Violence (GBV)
- Ensure effective focus of HIV programming at country level for key populations promoting approaches to scale up trusted service access platforms for key populations.
- Support the country's programme sustainability and transition planning and ensure close collaboration and coordination with Cosponsors, national governments, key partners, and members of civil society organizations.
- Perform other related duties as assigned, including replacing and backstopping others.

#### Learning Elements:

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

- Facilitate, coordinate, and manage UN joint action on HIV and AIDS and joint processes and procedures critical to the implementation of the UNSDCF and the achievement of the UN reform.
- Mobilize civil society organizations for community-led responses, community-led monitoring, and community actions to advocate and redress HIV related human rights violations, stigma and discrimination.
- Engage in high level policy dialogue with government and development partners, UN Agencies, civil society, and community-led organizations.
- Advocate and promote right of key and vulnerable populations and establishment of redress mechanisms to address human rights crisis and operationalize human right based programming.

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- Identify effective strategies for accelerating country achievement of the 95:95:95 and 10:10:10 targets.

### Linkages with other units

Internal	Purpose
Equity and Rights for All Matrix Lead	To ensure consistency and alignment with Global priorities and action.
Data for Impact/ Strategic Information Advisers	To ensure evidence based programming and data driven actions

External	Purpose
UNSDCF Results Groups	To support implementation of the UNSDCF

### Post requirements: knowledge and experience

#### EDUCATION

Essential: Advanced university degree in public health, international health, social or political science.

#### EXPERIENCE

Essential: At least 2 years' experience in programme development, human rights, evidence, policy analysis, monitoring and evaluation. Demonstrated knowledge and sound understanding of the United Nations Joint Programming on HIV.

Desirable: Experience with human rights, gender and community mobilization and advocacy; knowledge of HIV and its impact.

#### LANGUAGES

Essential: Advanced level of English.

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

#### FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

- Knowledge about the Global AIDS Strategy, innovations and changing dynamics of the Global AIDS response.
- Good communication skills for reporting with adequate capacity for managing the UCO social media communication.
- Strong teamwork, interpersonal relationship, and social networking
- Capacity to work under pressure, multi-task, and work with diverse groups and teams.
- Strong analytical and writing abilities.

### UNAIDS Values

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

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## 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):**

**1<sup>st</sup> Level Supervisor**

Name:

Title: UNAIDS Country Director

Signature:

Date:

**2<sup>nd</sup> Level Supervisor**

Name:

Title: Director, Regional Support Team, West and Central Africa

Signature:

Date:

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