



JOB PROFILE

Title: Coordination Programme Officer (JPO)
Grade: P2 (In accordance with Agreement between Donor Country and UNAIDS)
Department/Unit: UNAIDS Multi-country office of Cambodia, Lao PDR and Malaysia
Location: Phnom Penh, Cambodia
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 Multi-Country Office (MCO) of Cambodia, Lao PDR and Malaysia provides leadership and coordinates the expanded UN system response in Cambodia, Lao PDR and Malaysia. Using an equality lens as part of the Sustainable Development Goals (SDGs), the UNAIDS Multi-Country Office promotes, supports and provides guidance to national government and CSO partners, the UN in Cambodia, Lao PDR and Malaysia, and the community to achieve the ambitious national ending AIDS target through sustainable HIV response. MCO provides strategic leadership and catalytic technical support to advance access to HIV services to all who need them, and promote an equitable and empowering environment for people living with HIV and key populations through rights-based and people centered approaches with meaningful engagement and leadership of civil society and community infected and affected by HIV. MCO advocates and promotes national ownership in the HIV response in the ending AIDS agenda, adoption and scale-up of innovative HIV

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interventions and services, and effective use of strategic information to inform and guide sustainable HIV response.

Supervision

Name of Supervisor: Patricia Ongpin

Title of Supervisor: UNAIDS Country Director of Cambodia, Lao PDR and Malaysia

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.
- Easy access to the supervisor and technical experts for guidance on work
- Coaching on building confidence and professionalization in the UN system and international working arena while learning and respecting local culture and systems
- Participation in MCO and Joint UN Team on HIV meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise, including access to UNAIDS workshops, conference, training and learning sessions where appropriate
- 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 Country Director, the incumbent will contribute to the coordination, partnership, and evidence use for the HIV response in Cambodia, Lao PDR, and Malaysia. In particular, the incumbent will have the following responsibilities:

Coordination

- Assist the UCD and the UNAIDS Multi-Country Office (MCO) team in convening, coordinating, and facilitating the Joint UN Team on AIDS in Cambodia, Lao PDR, and Malaysia
- Assist the UCD, the MCO team and the UN Joint Teams in developing and implementing a prioritized, country-tailored Joint UN Plan on HIV and AIDS, in support to the national

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HIV strategic plans, the national SDG commitments, and in accordance with the priorities of the United Nations Sustainable Development Cooperation Framework (UNSDCF)

- Assist the MCO in coordinating regular reporting of the joint teams on HIV in the three countries in support of the Unified Budget, Results, and Accountability Framework (UBRAF)

Partnerships

- Assist the UCD in partnership and donor management, including supporting regular partner meetings, development of communication materials, and implementation of the MCO partnership strategy
- Assist efforts of the UNAIDS MCO team to foster collaboration and inclusive partnerships with key stakeholders in Cambodia, Lao PDR and Malaysia, such as Ministry of Health and National HIV programs, development partners, civil society organizations, communities, and others to advance the rights and ensure equitable access to prevention, treatment and other essential services, with a particular attention to key populations and people living with HIV

Evidence use

- Support the MCO with information collation, analysis and generation of evidence-based advocacy products
- Assist the MCO in reporting processes and facilitate sharing and utilization of HIV-related strategic information to inform and guide HIV response in Cambodia, Lao PDR and Malaysia

Undertake any other duties as requested by UNAIDS Country Director of Multi-Country office based in Phnom Penh

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 with a profound understanding of the role, objectives and operations of UNAIDS Cosponsors and the Secretariat in the setting of a multi-country office
- Gain experience in coordinating, supporting, and guiding a UN Joint Programme in support of three national HIV responses and in light of the UN Reform
- Gain experience in coordination, communication, and engagement with key stakeholders in a multi-country office setting, in appreciation of the different partner and country capacity landscapes
- Learn the similarities, differences, challenges and bottlenecks of HIV response and different level of engagements by government, community, and development partners in a multi-country office setting
- Demonstrate good understanding of the HIV epidemic and response in Cambodia, Lao PDR, and Malaysia, including its main barriers, enablers and impact on various populations; key principles and core priorities of the HIV response; impact of global crises, competing priorities and its implications on prioritizing HIV response, and the contribution of the HIV response to the national health and development agenda

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- Achieve competency in ‘translating’ strategic information into people-centered programmes and interventions particularly for key populations at risk of HIV and people living with HIV
- Gain experience and opportunity to engage effectively with civil society and community partners
- 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

Linkages with other units

Internal	Purpose
Regional Support Team – Asia and the Pacific	Linkage, learning, knowledge management, and collaboration
Community of practices	Learning, networking, and knowledge management

External	Purpose
National HIV Programmes of Cambodia, Lao PDR, Malaysia	To support the mandates of the MCO
UN joint team on HIV of Cambodia, Lao PDR, Malaysia	Collaboration and coordination support for an effective implementation of UN joint team workplan

Post requirements: knowledge and experience

EDUCATION

Essential: Advanced university degree at Master’s level in public health, social sciences, epidemiology, statistics, public relations, political sciences or a related field, or in similar fields.

EXPERIENCE

Essential: At least two years of relevant work experience, preferably in the field of public health with experience in monitoring, evaluation and coordination

Desirable: Experience working with international organizations in a diverse culture settings and in areas related to public health aspect of HIV

LANGUAGES

Essential: Advanced level of English.

Desirable: Working knowledge of any other UN language, Khmer, Lao, or Bahasa Malaysia an asset.

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FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

Strong analytical and writing abilities.

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: Patricia Ongpin

Title: Country Director, UNAIDS Multi-Country Office of Cambodia, Lao PDR and Malaysia

Signature:

Date:

2nd Level Supervisor

Name: Eamonn Murphy

Title: Regional Director, Asia and the Pacific and Eastern Europe and Central Asia

Signature:

Date:

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