



JOB PROFILE

Title: Programme Officer (JPO)

Grade: P2

Department/Unit: UNAIDS Country Office in Namibia

Location: Windhoek, Namibia

Duration of assignment: 2 years with possibility of extension (in accordance with agreement between donor country and UNAIDS and subject to availability of funding)

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

UNAIDS Namibia Office is based in Windhoek and headed by the UNAIDS Country Director (UCD) with a staff complement of 7. The country office provides leadership and coordinates support for an expanded UN system response to support the country toward ending the AIDS epidemic as part of the Sustainable Development Goals. The office also promotes effective use of strategic information and documentation of trends on the epidemic and the response, as well as providing intellectual leadership on the status of the response to HIV in the country. The United Nations Joint Team on AIDS in Namibia work is guided by the UN Joint Programme of Support with a clear division of labor

August 2023

Supervision

Name of Supervisor: Puleng Letsie

Title of Supervisor: Officer In Charge / Adviser, Services for All

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 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

Under the direct supervision of the UNAIDS Country Director (UCD) in Namibia, 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 Joint UN Team on AIDS.
- Assist the UCD, the UCO team and the Joint UN Team on AIDS (Joint Team) 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.
- Assist the UCO in supporting the coordination of civil society organisations in Namibia, and 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 U.S. President's Emergency Plan for AIDS Relief (PEPFAR), The Global Fund to Fight AIDS, TB and Malaria (GFATM) and other funding agencies.
- Assist efforts of the UCO team to foster collaboration and inclusive partnerships with key stakeholders such as Ministry of Health and Social Services, other Government Ministries, sub-national government institutions, civil society organizations, communities, development partners, the 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 women, youth, people living with HIV, inmates, gay men and other men who have sex

December 2024

with men, sex workers, transgender people, migrant workers and others, 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 gender, legal and human rights issues as part of the implementation of the Legal Environment Assessment.
- Support UCO communications through assisting the UCO to draft and write stories and submit for publication on the UN Namibia website and facilitate the placement of press releases and op-eds in local media.
- Assist to manage the social media platforms for advocacy, publicity and to create awareness.
- Any other activities that the JPO may propose and jointly agreed on.

Learning Elements:

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

- 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 Namibia
- 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 Namibia, its implications, priorities of the national response, and the place and the contribution of the HIV response to the national health and development agenda.
- 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 in order 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 good understanding of the UN reform, its implementation at country level, as well as the role and contribution to the reform processes of UNAIDS Joint Programme

Linkages with other units

Internal	Purpose
UNAIDS Regional Support Team in South Africa and HQ	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

December 2024

External	Purpose
Heads of HIV 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
Ministry of Health and Social Services, other relevant government agencies, 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 Program in Namibia, and UN agencies, donors, NGOs	To facilitate/promote provision and exchange of information.

Post requirements: knowledge and experience

EDUCATION

Essential: Advanced university degree at Master's level in Social Sciences, Law, Public health, or in similar fields.

EXPERIENCE

Essential: A minimum of two years of relevant work experience preferably in documentation, knowledge management or private sector at the national or international levels, experience in coordination and project management.

LANGUAGES

Essential: Advanced knowledge of English.

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

FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

Knowledge of the AIDS epidemic, globally and its implications.

Understanding of the UN system of organizations and their delivery mechanisms

Strong analytical and writing abilities.

UNAIDS Values

1. Commitment to the AIDS response
2. Integrity

December 2024

ToR Programme Officer (JPO) – UCO Namibia | 4

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:

Title: UNAIDS Country Director

Signature:

Date:

2nd Level Supervisor

Name: Anne Muthoni Githuku-Shongwe

Title: Regional Director

Signature:

Date:

December 2024