



JOB PROFILE

Title: Programme Officer, Communication (JPO)

Grade: P2

Department/Unit: UNAIDS Country Office in Zimbabwe

Location: Harare, Zimbabwe

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

The Eastern and Southern Africa Regional Office provides leadership and coordinates support for an expanded UN system response to ending the AIDS epidemic at regional and country level. It steers, promotes and supports regional and national partners and the UN system towards ending AIDS as a public health threat by 2030. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the Regional Office promotes effective use of strategic information of the epidemic trends and the status of its response and provides technical leadership on people-centered HIV prevention and response in the region focused on key populations and locations most at risk.

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The Zimbabwe Office provides leadership and coordinates the expanded UN system response in Zimbabwe towards ending AIDS as a public health threat by 2030. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the Zimbabwe Office scales up HIV services focused on key populations, and other groups living with or at risk of HIV (I.e. women and girls in all their diversity, people with disabilities, indigenous peoples) and in locations most at risk. The Zimbabwe 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 Zimbabwe. It supports efforts to strengthen the capacities of communities and their meaningful engagement in health, social protection, human rights and social justice mechanisms, and gender transformative approaches, and provides intellectual support and technical guidance as necessary to partners, communities, civil society organizations and policymakers.

Supervision

Name of Supervisor: Henry Damisoni

Title of Supervisor: UNAIDS Country Director (UCD)

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

Under the direct supervision of the UNAIDS Country Director (UCD), the incumbent will have the following responsibilities:

1. Advocacy

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- With guidance from the regional advocacy and communication team, develop country-specific advocacy strategies around significant national policy priorities, events and other circumstances, aiming to support the country level AIDS response.
- Act as a primary focal point in the planning and facilitation of advocacy and communication activities.
- Coordinate implementation of country advocacy activities, including the development of related communication and advocacy materials that effectively support UNAIDS' work and visibility in the country.
- Work with national stakeholders to identify and develop areas of common interest to promote the goals and work of UNAIDS at the country level.
- Support the efforts that cultivate and nurture the engagement of high-level personalities, including Goodwill Ambassadors, in the work of UNAIDS in the country.
- Work with the regional and global communication teams to showcase UNAIDS work at the country level for global audiences. Provide inputs into regional and global advocacy and communications strategies, initiatives and activities, as required.

2. Communication

- Organize and coordinate press conferences, media briefings, interviews and other engagements for UNAIDS officials including advice on relevant issues.
- In accordance with global guidelines, develop and pitch news stories to journalists and through social media, about UNAIDS work in the country and other relevant issues.
- Under guidance from the Regional Adviser for Advocacy and Communication, develop media partnerships and training sessions with media houses to ensure accurate reporting.
- Provide media management and crisis communications, when needed.

3. Content development and management

- Drafts briefing packages and undertakes a wide range of other writing assignments including talking points and key messages related to UNAIDS communication and advocacy campaigns and high-profile country – and occasionally regional – events.
- Produces content for the social and digital media assets of the country office, including website and social media with support, if required from the Regional Office.
- Ensure regular updating of country, regional and global communications libraries with appropriate contributions, including from regional and global teams.
- 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

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- 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

External	Purpose
Joint Programme	Participate in the Together 4 SRHR communications working group and support implementation of phase 2 communications plans

Post requirements: knowledge and experience

EDUCATION

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

EXPERIENCE

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A minimum of 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.

Experience working in the areas of gender, human rights, humanitarian setting including working with refugees and internally displaced people, and civil society partnerships, and good knowledge in internal and external communications will be an advantage.

LANGUAGES

Essential: Advanced knowledge of English

Desirable: Knowledge of French and/or another UN official 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.

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:

Title: UNAIDS Country Director

Signature:

Date:

2nd Level Supervisor

Name: Anne Muthoni Githuku-Shongwe

Title: Regional Director

Signature:

Date:

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