

# JOB PROFILE

**Title:** Junior Learning and Development Officer (JPO)  
**Grade:** P2  
**Division/Unit:** Management Department – Staff Development (SDP-HRM)  
**Location:** Bonn, Germany  
**Duration of assignment:** 2 years with possibility of extension (in accordance with agreement between donor country and UNAIDS and pending 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](#).

## Mandate of the Department

To lead the AIDS response, the UNAIDS Secretariat counts on a capable and highly qualified workforce, located in the right place at the right time. The People Management Department ensures that human resources are aligned with organizational strategy and priorities. The work of the department is based on effective policies and services for organizational development, and performance. The Staff Development and Performance team builds organizational and staff capacity by developing learning initiatives, strengthening the performance management culture and providing career support. This is a requisite to ensure the most effective and engaged contribution to deliver on the AIDS response in countries and to meet UNAIDS mandate.

## Supervision

**Name of Supervisor:** Dipanwita SINHA

**Title of Supervisor:** Head, Staff Development and Performance

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## **Content and methodology of supervision:**

As part of the UNAIDS JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured and tailored guidance provided by the supervisor, particularly at the onset of the assignment, with the objective of progressively enhancing the responsibilities of the JPO.
- Development of a comprehensive work plan, including clearly defined key expected results and completion of annual Performance Evaluation Reports.
- Ongoing and constructive supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Active participation in Unit/Team/Office meetings to ensure seamless integration and operational effectiveness.
- Provision of guidance and advice regarding learning and training opportunities within the field of expertise.
- In support of an enriching learning experience, the HR Management Department organizes regular calls with JPOs (individually and/or as a group), fostering a community of practice and offering networking opportunities beyond the office of assignment. Special emphasis is placed on mentoring and supporting first-year JPOs.

### **1. Key responsibilities**

The Junior Learning and Development Officer will support the organization's initiatives by creating impactful learning solutions, conducting research, managing data analytics, leading communications for capacity-building programs, and assisting with diverse ad hoc requests from leadership as needed. This role will ultimately contribute to UNAIDS' overarching mission to end AIDS as a public health threat and advance the global response to HIV.

#### **1. Support the Design and Delivery of Learning Programmes**

- Collaborate with subject matter experts to identify learning needs and develop tailored programmes, including workshops, webinars, and blended learning modules.
- Assist in the creation of competency-based training curricula and resources aligned with organizational priorities.
- Deliver learning sessions, as needed, for junior-level staff and other internal audiences.

#### **2. Research and Innovation in Learning and Development**

- Conduct research on trends and best practices in learning and development, including the integration of technology in training.
- Explore innovative tools and methods to enhance the effectiveness of training programs and learner experience.

#### **3. Data Analytics and Reporting**

- Collect and analyze data related to training needs, participation, and effectiveness.

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- Prepare reports and dashboards on key metrics for capacity-building and performance initiatives, including compliance with mandatory training requirements.

#### 4. Web and Digital Communication

- Manage content and communication related to learning programs on internal platforms (e.g., intranet, email newsletters).
- Ensure timely updates and engagement of staff with the Learning Management System (LMS) and other e-learning platforms.

#### 5. Ad Hoc and Operational Support

- Provide responsive support to the Head of Division and the leadership team on any ad hoc requests or priority tasks.
- Assist with the coordination of large-scale learning events, including logistics and communications.
- Support operational needs related to leadership and career development initiatives.

#### Learning Elements:

- **Proactively design and implement innovative learning solutions** by collaborating with subject matter experts and stakeholders to address organizational priorities and deliver impactful programs.
- **Enhance facilitation and presentation skills** by leading in-person and virtual training sessions for diverse and multicultural audiences, fostering engagement and knowledge retention.
- **Develop advanced data analytics and visualization expertise** by analyzing training needs, evaluating program effectiveness, and generating actionable insights using various tools.
- **Expand proficiency in digital learning technologies** through hands-on experience with Learning Management Systems, content creation platforms, and AI-driven tools to create engaging and interactive learning experiences.
- **Strengthen strategic project management abilities** by coordinating leadership development initiatives, capacity-building programs, and organization-wide events aligned with UNAIDS' objectives.
- **Broaden understanding of global HR practices and policies** by contributing to international capacity-building initiatives, such as gender action plans, leadership development programs, and staff engagement surveys.
- **Advance strategic communication skills** by creating high-impact communication materials, including reports, learning updates, and promotional campaigns for capacity-building initiatives.
- **Gain exposure to the HR trend and organizational change** by supporting initiatives like culture change programs, staff well-being strategies, and knowledge management activities, driving meaningful organizational growth.

## 2. Linkages with other units

Internal	Purpose
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All department SMEs	To provide specialized knowledge and expertise during the design and development of learning programs, ensuring content aligns with organizational priorities.
Leadership	To actively engage in leadership development initiatives, including competency-building and coaching programs, while receiving reports on organizational culture and staff development metrics to inform strategic decision-making.
All Staff	To serve as the primary beneficiaries of learning and development programs, ensuring their developmental needs are met, and to provide critical input through organizational culture surveys for enhancing workplace engagement and strategy.

External	Purpose
Vendors and Service Providers	To deliver high-quality learning and development solutions, including training design and facilitation, while adhering to organizational standards and timelines.
Other UN Entities and Interagency Partners	To collaborate on the delivery of interagency learning programs, ensuring alignment with broader UN system goals and facilitating knowledge sharing across agencies.

### 3. Position requirements: knowledge and experience

#### EDUCATION

**Essential:** An advanced University degree at Master's level or equivalent in human resources management, business administration, social sciences, or related field.

#### EXPERIENCE

**Essential:** At least two years of experience in staff development, including designing and delivering learning resources and programmes. Familiarity with instructional design, digital content creation, and facilitating both in-person and virtual learning sessions.

**Desired:** Experience working in or collaborating with international organizations could be an advantage.

#### LANGUAGES

**Essential:** Advanced knowledge in English. Proficiency in another UN official language is an asset.

#### FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

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Understanding of human resources management and staff development with experience in instructional design and implementing learning initiatives.

Proficiency in using information and communications technology, including web-based learning platforms and digital content tools.

Strong skills in data analytics, reporting, and visualization.

Strong facilitation skills with the ability to engage diverse audiences effectively.

Comfortable working in diverse, multicultural environments and collaborating with varied stakeholders.

#### 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 position is occupied):

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

Name: Dipa Sinha  
Head, Staff Development and Performance

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	Signature:
	Date
<b>2<sup>nd</sup> Level Supervisor</b>	Name: Stephan Grieb Director, People Management Department
	Signature:
	Date