

JOB PROFILE

Title: Programme Officer, Community and Youth Engagement (JPO)

Grade: P2

Division/Unit: Equality and Rights for All Department - Community and Youth Engagement

Location: Geneva, Switzerland

Duration: 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](#).

Mandate of the Department

The Equality and Rights for All (ERA) Practice leads and supports advocacy efforts to place human rights, gender equality and community engagement at the center of policy and programmatic efforts to scale up HIV prevention, testing, treatment, and care services. The department strategically engages and reignites the leadership of young people, people living with HIV (PLHIV), women, key populations, human rights defenders and other movements for social justice. It supports development of global and national policies and strategic interventions to address critical enablers to ensure that AIDS responses are grounded on human rights, gender equality, participation and inclusiveness and diversity, and leverages and supports work across SDGs 3, 5, 10, 16 and 17.

The Community and Youth Engagement Team within the ERA Practice, works to foster change through activism and community engagement. It champions bold and dynamic collaboration with communities for an AIDS response grounded in rights, equity and social

justice, and with people living with HIV and key populations at the centre. Through harnessing the strategic strengths of a broad range of civil society organizations (including NGOs, CBOs, FBOs, and organizations of PLHIV and key populations) it provides leadership and vision to strengthen the AIDS response at all levels. It articulates UNAIDS' strategic direction for working effectively with civil society, to optimally mobilize new partners for the AIDS response, sustain and deepen the involvement of those already engaged and broker linkages between partners and sectors in effective AIDS action to the benefit of affected individuals and communities. CM also strengthens the capacity of the UN and partner organizations to work effectively on social and programmatic enablers and provides liaison with Cosponsors on civil society and community mobilization issues.

Supervision

Name of Supervisor: Cleiton Euzebio de Lima

Title of Supervisor: Senior Adviser, Community and Key Populations (P5)

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 objectives and expected results (Performance Evaluation Report) and completion of yearly Performance Evaluation Reports.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Empowerment and learning by doing through self-learning and application of acquired skills, accompanied by easy access to the supervisor for guidance and trouble-shooting.
- Participation in Team 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.

1. Key responsibilities

Under the supervision of the Senior Adviser, Community and Key Populations and working in collaboration with other members of the team, of different departments and divisions as needed, the incumbent is assigned all or part of the following responsibilities:

- Provide technical support to the development of the new Global AIDS Strategy 2026-2031, including supporting consultations with global networks and stakeholders to ensure meaningful engagement and alignment with community priorities.
- Provide technical inputs to initiatives led by other UNAIDS teams (Human Rights, Gender, Equitable Financing, Communications, etc.) with focus on meaningful

community engagement and perspective with a special focus on advancing community-led responses.

- Contribute to the processes related to the sustainability of the HIV response agenda post 20230 including by providing technical feedback to country road-maps and other related planning documents and support the development of advocacy tools and messages around the sustainability of community-led responses.
- Coordinate the maintenance of a virtual repository of documents, research, case studies and guidelines on community-led responses and key population issues.
- Support in drafting, packaging and disseminating reports, fact sheets, other advocacy and communications products, memoranda, correspondence and other materials supporting policy-oriented advocacy and technical guidance on programming; fact-checking of statistics and written products; Coordinate onboarding and provide mentorship and guidance for interns working with the Community and Youth Engagement team.
- Support the dissemination and implementation of normative guidance on community-led responses and civil society organization engagement.
- Advance UNAIDS' knowledge management strategy by supporting the Community of Practice, serving as the knowledge management focal point within the team and department, and contributing to other knowledge-sharing initiatives including but not limited to documenting good practice on work with key populations. Provide support to other tasks as may be assigned by the supervisor in support to the Community Engagement Team subject to workflow and emerging priorities and opportunities, including review, feedback and participation in the draft products or meetings requested by UNAIDS staff and departments as well as external partners.

Learning Elements:

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

- Fully understand the HIV/AIDS mission, objectives and operations of UNAIDS and its Cosponsors, with a specific focus on community engagement, human rights and gender equality, as well as having broader first-hand exposure to the wider UN System and its HQ-level institutional processes and workings;
- Have knowledge and capacity to apply an intersectional and inequalities lens in the development and implementation of programmes on HIV and human rights areas;
- Command knowledge of where to access leading technical and data resources in the area of community-led responses (advocacy, monitoring, research and service delivery);
- Have substantive understanding and application of learnings on vulnerabilities and other social determinants of health, and hands on experience on partnering with key populations networks and organizations;
- Have technical understanding and application of the role of community-led responses in the HIV context;
- Demonstrate understanding of the operational aspects of global health governance and how to support multisectoral engagement with different structures, including the UN General Assembly, UNAIDS Programme Coordinating Board and World Health Assembly;
- Demonstrate competence in 'translating' strategic information obtained through various means, to inform policy documents and briefs;
- Demonstrate competency in working with a wide range of partners to position and advance the engagement of communities at the center of health and human rights

fora and programmes, including within the broader 2030 Agenda and particularly in relation to SDG 3.

- Demonstrate competency in supervision and mentoring, through experience of support and guidance work on interns.

2. Linkages

Internal	Purpose
Staff at all levels in the team, division and department, other areas of work, particularly at headquarters.	To maximize learning and exposure opportunities; discuss assignments and findings, exchange information; to promote mutual understanding, facilitate interaction and teamwork.
Staff at all levels in Administrative Services	To exchange information and promote mutual understanding and objectives, and delivery of tasks.
External	Purpose
Official representatives and counterparts from cosponsors, interagency task teams, and other mechanisms and partnerships with NGOs, other stakeholders, UN agencies, donors, community-led organizations and networks and academic institutions	Ensure optimal exposure and learning about a range of institutions and stakeholders, facilitate collaborative efforts and information-sharing; and participate in shared initiatives.

3. Post requirements: knowledge and experience

EDUCATION

Advanced university degree at Master's level in international development, international relations, human rights, social or physical sciences, public health, management or similar field.

EXPERIENCE

A minimum of two years of relevant experience, preferably in areas related to health, human rights, gender equality and community engagement at the national or international level. Experience working within and/or in close collaboration with community-led organizations or other civil society organizations on health- and/or human rights-related issues, particularly with people living with HIV key populations or other vulnerable populations, is an asset.

LANGUAGES

Essential: Advanced knowledge of English.

Desirable: Knowledge of another UN official language is an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Excellent organizational, analytical and conceptual skills.

Strong drafting and writing skills.

Strong interpersonal and communication skills.

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. 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 post is occupied):

1st Level Supervisor

Name: Cleiton Euzebio de Lima

Title: Senior Adviser, Community and Key Populations

Signature:

Date:

2nd Level Supervisor

Name:

Title: Team Lead, Community and Youth Engagement

Signature:

Date: