

## JOB PROFILE

**Title:** Programme Officer (JPO)

**Grade:** P2

**Division/Unit:** Programme Branch / Science, Systems and Services for All (SSA)/ Partnerships for Programme Implementation (PPI)/ Technical Support Mechanism (TSM)

**Location:** Geneva, Switzerland

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

### Mandate of the Unit/Team

The Technical Support Mechanism (TSM) is UNAIDS' largest project and operates under the Partnerships for Programme Implementation unit of UNAIDS' Programme Branch. TSM was established in 2018 and is mainly funded through a United States Agency for International Development (USAID) funding agreement to support countries' Global Fund to Fight AIDS, Tuberculosis and Malaria grants.

The TSM delivers on the following Result Areas:

1. **Harnessing and utilizing data:** Countries are empowered and utilizing data to accelerate policy and programmatic implementation in priority areas, targeting sub-population gaps, HIV treatment and prevention gaps, and access to HIV-related services.
2. **Accelerating implementation to close gaps:** Countries and communities within them accelerate implementation aimed at closing HIV prevention and treatment gaps to ensure impact, including through community-led responses, with an emphasis on addressing access to services gaps to reach children, adolescent girls and young women, and other underserved, key, and vulnerable populations.
3. **Accelerating implementation through policy and law reform, human rights, and gender equality:** Countries accelerate effective policy and law reform, improve and support human rights and gender equality to address gaps, and ensure impact.

4. **Promoting equitable financing of the HIV response:** Countries increase efficiency, domestic HIV resource mobilization, and the sustainability of financing for their HIV responses, with emphasis on community-led responses, human rights, and sub-populations left behind.
5. **Developing and implementing HIV Response Sustainability Roadmaps and Frameworks:** Low- to middle-income countries, develop and implement specific HIV Response Sustainability Roadmaps.

The TSM's Result Areas align with the 2021 Political Declaration on HIV and AIDS and the Global AIDS Strategy 2021-2026. The TSM leverages high-quality and timely technical support to countries to improve GF grant implementation.

## Supervision

**Name of Supervisor:** Kaori Kawarabayashi

**Title of Supervisor:** Senior Programme Adviser, TSM

### 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)
- 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.
- As a way to contribute to an enriching learning experience, the HR Management Department organizes regular calls with JPOs (individually and/or as a group), which allow establishing a community of practice and networking opportunities outside the office of assignment. Specific emphasis is set on mentoring and supporting first-year JPOs.

## 1. Key responsibilities

Under the direct supervision of TSM's Senior Programme Adviser, the incumbent has the following responsibilities:

- Supports the quality checking of Technical Assistance Fund (TAF) applications for technical assistance requests from UNAIDS Country Offices and Regional Support Teams.

- Supports the monitoring and implementation of annual technical support plans in particular for the three main regions TSM covers (Asia Pacific, East and Southern Africa, and West and Central Africa).
- Supports the monitoring of TSM's Multi-Year Results Framework.
- Contributes to reviewing TSM reports including biannual and annual donor reports.
- Supports the preparations/organization of regularly-held TSM meetings (Strategic Learning Meetings with partners, Implementation Meetings with Thematic Leads and Regional Support Teams, Management Meetings and Operations Meetings with Implementing Partner, etc.)
- Contributes to drafting communications on policies, processes, and guidance for Regional Support Teams and UNAIDS Country Offices.
- Contributes to TSM presentations held with UNAIDS colleagues as well as with partners.
- Perform other related responsibilities as assigned.

### **Learning Elements:**

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

- Fully understand how TSM coordinates and operations with internal teams and external partners to support donors and provide technical support to countries to improve GF grant implementation.
- Demonstrate a good understanding of the technical issues and thematic areas that TSM supports at the country and regional levels.
- Demonstrate competence in implementation and operationalization of a global, large public health related initiative.

## **2. Linkages with other units**

| <b>Internal</b>  | <b>Purpose</b>  |
|--|---|
| Staff in the Programme Branch and other technical and administrative units in UNAIDS   | To support the coordination and implementation of TSM and share information related to TSM.   |
| Staff in UNAIDS Country Offices, UNAIDS Regional Support Teams and the UNAIDS Global Center                                    | To support the coordination and implementation of TSM's work and share information related to TSM.                                      |
| <b>External</b>  | <b>Purpose</b>  |
| Partners that TSM works with (UN Cosponsors, Global Fund, other Technical Assistance providers, Implementing Partners, Donors) | To support the coordination and implementation of TSM, share information on TSM and follow up on necessary action points with partners. |

## **3. Post requirements: knowledge and experience**

## **EDUCATION**

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

## **EXPERIENCE**

A minimum of two years of work experience preferably in programme management in public or private sector at the national or international level, experience in data analysis and coordination.

## **LANGUAGES**

Essential: Advanced knowledge of English

Desirable: Working knowledge of another UN official language (in particular, French) will be 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. 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 post is occupied):

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

Name: Kaori Kwarabayashi

Senior Programme Adviser, TSM

Signature: 

Date: 12/09/2021

**2<sup>nd</sup> Level Supervisor**

Name: Fode Simaga

Director, Science, Systems and Services for All

Signature:

Date: