



JOB PROFILE

Title: Programme Officer (JPO)

Grade: P2

Department/Unit: Programme Branch / Programme Planning and Field Support

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)

About UNAIDS

Serving Communities and Countries 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 JPO will be part of UNAIDS Programme Branch and more specifically, the Programme Planning and Field Support team which acts as a central connector between all parts of the organization and coordinates strategic planning for results for national HIV response and communities and reporting and contributes to ensuring accountability of the Joint Programme (11 UN Cosponsoring Organizations and the Secretariat) to the UNAIDS Programme Coordinating Board and the wider public. The team sets overall policy guidance and provides leadership, capacity building, field support on all aspects related to the development, implementation, performance monitoring and reporting of UNAIDS Unified Budget, Results and Accountability Framework (UBRAF) to optimize all resources for most impact at country, regional and global levels. As an enabler, connector for coordinated field support, the team is also the amplifier for voicing out regional and country-level differentiated support needs and brings synergies between various initiatives for effective field support for result.

The coming years are especially exciting and historical to shape the future for the AIDS response by 2023 and beyond: ending AIDS as a public health threat (Sustainable Development Goal 3.3) brings a 'glimmer of hope' in a complex world. Indeed, in 2025 and

2026, UNAIDS will develop a new Global AIDS Strategy 2026-2031 to guide the overall AIDS response to reach the end of AIDS as a public health threat which will also contribute to Universal Health Coverage, more integrated health system and sustainable financing, pandemic preparedness, and partnerships and the broader Sustainable Development Goals. Further to this, UNAIDS will also define its new strategic plan for 2027-2031 as its contribution as a unique and innovative UN Joint Programme to these and its related monitoring systems in line with UN reform.

Supervision

Name of Supervisor: Marie-Odile Emond

Title of Supervisor: Senior Planning and Monitoring Adviser

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 with clearly defined and gradually increasing responsibilities for the JPO.
- Establishment of an individual staff 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 with easy access and direct working relationship to supervisor.
- Participation in Unit/Team/Office meetings as well as multiple other broader organizational event (such as UNAIDS Board meeting, key conferences, programmatic updates and dialogues with various stakeholders including Cosponsoring agencies, governments, communities and other partners) to ensure integration, wider perspective and learning opportunities and operational effectiveness.
- Opportunity to participate in learning and training assignments within the field of expertise and access to broader relevant mandatory or voluntary learning/training opportunities offered by UNAIDS or the broader UN system.
- Opportunity to participate in various in internal and/or UN-wide groups such as Young UN, UN Strategic Planning Network, Digital Enthusiasts, and various Communities of Practice on strategic information, innovative approaches for development etc.
- Regular calls organized by the Human Resources Department (individually and/or as a group) to establish a community of practice and provide advice and networking opportunities for JPOs.

Key responsibilities

Under the overall guidance of the Deputy Executive Director for Programme and more direct supervision of the Senior Planning and Monitoring Advisor, the JPO will be part of a very dynamic team working with 11 other UN entities (Cosponsors) and multiple colleagues at global, regional and country levels and perform the following functions:

- Provides support to UNAIDS prioritized planning and implementation to operationalize its contribution to the implementation of the Global AIDS Strategy through the Unified Budget, Results and Accountability Framework (UBRAF) and related monitoring and reporting;
- Compiles, analyzes and develops key summary information, including on key results and performance indicators and on key thematic areas in clear and attractive and innovative design formats for decision-making, transparency and donor accountability;
- Assists in analysis and enhancing effective business intelligence needs and monitoring tools with increasing synergies with strategic information and UN system wide systems for increased efficiencies;
- Engages in and supports multistakeholders' consultations for the development of and the promotion of the new Global AIDS Strategy towards ending AIDS as a public health by 2030 as well as the external Evaluation of the role of the UNAIDS Joint Programme in the AIDS response;
- Provides support in the management, maintenance and updates of web-based applications and tools to improve quality planning, reporting and accountability as well as knowledge sharing;
- Contributes to design and dissemination of communication materials around UNAIDS results through various communication channels ([RESULTS AND TRANSPARENCY PORTAL](#), infographics etc...);
- Assist in preparing and presenting guidance and analysis for performance indicators' monitoring, their review and refinement as needed;
- Provides support to UNAIDS teams and offices as well as for liaison with 11 UN Cosponsors on planning, performance monitoring, and reporting;
- Foster increased and closer synergies with UN 2.0 (including Joint UN Plans on AIDS and fostering better HIV integration within UN Sustainable Development Cooperation Frameworks) and other UN system-wide initiatives, report, systems and other opportunities for more impact; and
- Contribute to more effective coordination, facilitation of and knowledge sharing across UNAIDS global centre, regions and country offices for field support.

Learning Elements:

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

- Have a sound knowledge of the UN Sustainable Development Goal, UNAIDS mission as the central and driving multilateral organization for the global AIDS response including the mandate for 12 UN entities that comprise UNAIDS Joint Programme, achievements and contribution to the implementation of the Global AIDS Strategy;
- Demonstrate understanding of the global health, human rights, gender equality agenda related to the HIV epidemic, latest evidence and development such as new health technologies, related strategic information and multisectoral response to a pandemic with ability to reference country and regional level examples;
- Demonstrate understanding of the 2030 Agenda for Sustainable Development framework, UN governance and political mechanisms and new changes being implemented as part of the UN reform agenda;
- Demonstrate competency in designing strategic and effective planning, monitoring and reporting through a unique Unified Budget, Results and Accountability Framework

(UBRAF) and joint work across 12 UN entities and innovative and modern tools for accountability of a complex multilateral UN organization;

- Demonstrate proficiency in developing and maintaining attractive online communication content (web portal) using state-of the art digital and social media platforms (including generative AI) and producing attractive public information for transparency and accountability; and
- Demonstrate competency in providing guidance and support on planning, performance monitoring, reporting and field support to multiple teams at global, regional and country levels including as part of UN Sustainable Development Cooperation Frameworks.

Post requirements: knowledge and experience

EDUCATION

Advanced university degree at the Master's level or equivalent in public or business administration/management, economics, social sciences, public health or information management, engineering and communications.

EXPERIENCE

Essential: A minimum of two years of relevant work experience in the field of international development, planning, monitoring, evaluation, database management, IT, communication, web development and web content management, including social media.

Desirable: Experience in effective use of information and communication technology, including social media and Generative AI (e.g. Chat GPT, Copilot).

LANGUAGES

Essential: Advanced knowledge of English.

Desirable: Knowledge of French or Spanish

FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

Demonstrated understanding of the UN mandate and operations as well as in general, of UNAIDS and key partners.

Knowledge of the theory, principles, practices, tools and techniques of planning, performance monitoring and reporting.

Strong analytical and writing abilities.

Knowledge of IT technologies and software applications, particularly web content management systems, including social media, web development (HTML and XML) and information and database management systems, AI tools.

Good understanding of health, human rights and AIDS within the context of social economic and global financing for development

UNAIDS highly values candidates who have lived experience or have experience in working with and supporting networks of people living with HIV/AIDS and key populations as highly desirable.

Certified as an accurate description of the work assigned (and performed if the position is occupied):

First Line Supervisor

Name: Marie-Odile Emond

Title: Senior Advisor, Programme Planning and Field Support

Signature:

Date:

And Second Line Supervisor

Name: Angeli Achrekar

Title: Deputy Executive Director, Programme Branch

Signature:

Date: