



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Career prospects and potential for retention:

The HIV/AIDS prevention integrated post offers greater opportunities for growth and a successful career prospect due to its cross sectoral nature, networking with health, education, child protection and communication sectors within UNICEF and external with partners. Core to this work is adolescents participation which offers diverse growth opportunities as its core to UNICEF's core mandate and is mainstreaming in all sectors. There is also a newly established Ministry of Youth where there is growing need for UNICEF's technical assistance through this work. As such there is high likelihood that this role shall continue and hence the post be retained beyond the initial 2 year. Further more UNICEF is expanding its resource based towards adolescents and youth base and that will even offer financial capacity to retain the post.

- ✓ Supervisor's experience in coaching and development of young professionals:

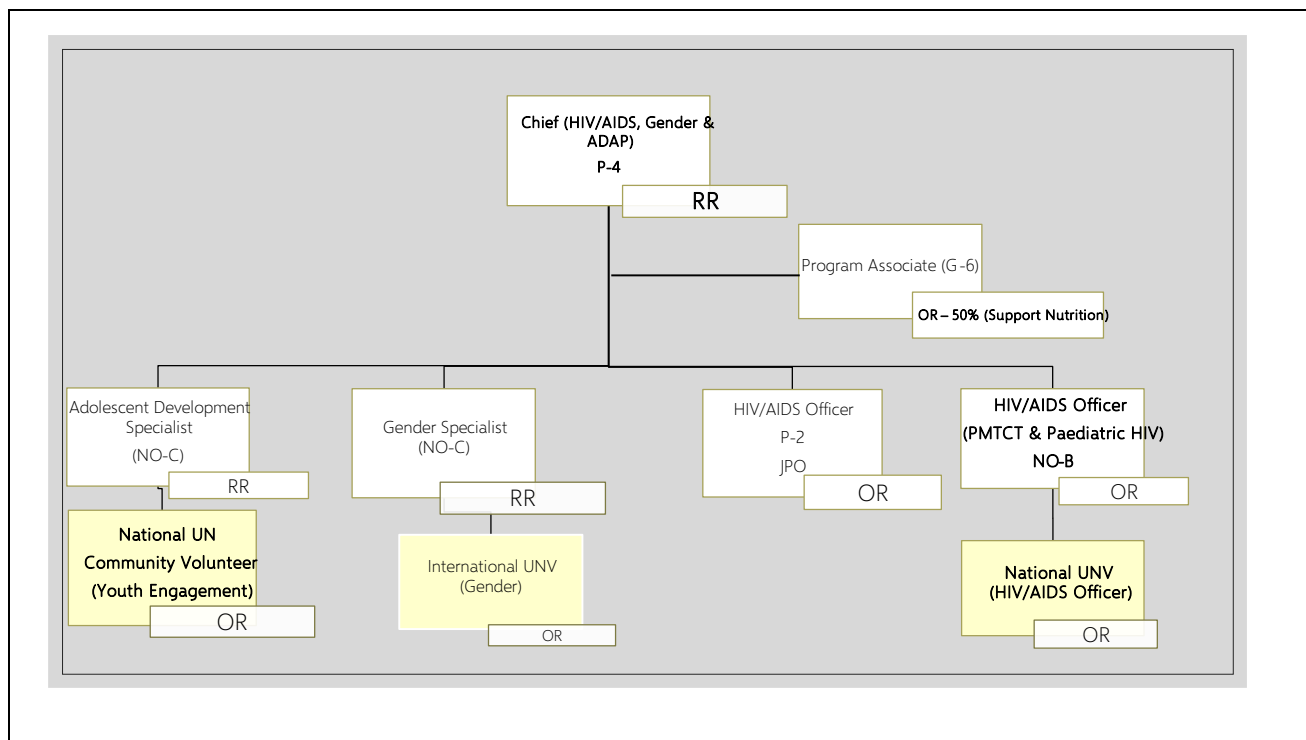
Supervisor has more than 10 years work experience in mentoring and coaching young professionals. She recently supervised a JPO on a similar post in the past 3 years through a mixed approach including one-on-one coaching sessions which focused on his career goals and competences, provided constructive feedback and guidance, assigned a few challenging assignments for the JPO to lead beyond the routine activities, guided the young professional on best ways for navigating workplace challenges and interpersonal conflicts including mediating a conflict, facilitated training and skills development tailored to the

needs; and regularly conducting meaningful performance evaluations and providing actionable feedback. This experience stems from another role she is also playing supervising a young UNV.

Information and living condition of Duty station:

General Information	<p>Harare is the capital of Zimbabwe. It is the seat of Government, the industrial hub and commercial centre for Zimbabwe. Harare is a cosmopolitan town full of culture and history. It has over a million residents and a large UN agency presence. It has a range of dining and entertainment facilities and is directly connected by air to Kenya, South Africa, Zambia and other neighboring countries as well as being served by Emirates airlines.</p> <p>Zimbabwe has one of the most favorable climates in the world with beautiful vegetation. Harare overflows with lush gardens.</p> <p>Victoria Falls, one of the world's biggest and most spectacular waterfalls, is in the country's northwest. The country has numerous beautiful nature sites and is famous for its many game reserves within easy commuting distance.</p>
Security	<p>The Security Level in Harare is classified as Low (Level 2) as per the UN security management system in Zimbabwe. There are no major security challenges to UN operations in Harare. However, individuals must be on the alert as crime, mainly robberies, house break-ins and smash & grab thefts from motor vehicles at traffic lights and road accidents are some of the increasing risks to the UN in Zimbabwe.</p>
Housing	<p>Different types of long-term accommodation are available in Harare. House rentals and prices differ depending on size and location. You should always check with the UNDSS Security Advisor on recommended areas. Ensure that the property has a prolific borehole with a water tank in place and solar energy as back up since electricity can be a challenge. There is an online classifieds website and various reliable estate agencies one can contact to assist with house to rent searches. A list will be provided in the Welcome Pack that is shared with new staff. Depending on your family size and need, it is possible to rent furnished and unfurnished houses, townhouses or apartments.</p>
Schools & Childcare	<p>Harare International School Founded in 1992, Harare International School (HIS) is an independent, non-profit institution, serving students in Early Childhood 1 (EC 1) to grade 12. HIS is sponsored by the U.S. Department of State, and the educational program is modelled along North American and International Baccalaureate (IB) guidelines. Website: http://www.harareinternationalschool.com/ or http://www.his-zim.com</p> <p>The French education system is also available for pre-school. Please visit the school's website on http://www.ef-harare.net. Other independent schools offer education for pre-school, elementary and secondary children.</p>
Work for spouses & partners	<p>The Government of Zimbabwe and the UN system have an agreement that authorizes spouses and other dependents of UN staff to engage in gainful employment without any restriction. Employment of diplomatic spouses is only permitted where there is a reciprocal bilateral agreement on the employment of spouses between Zimbabwe and the sending state. With regards to international organizations, there must be specific authority from the Ministry of Foreign Affairs.</p>

Reporting line of the JPO [Please insert an org chart that is showing the reporting line of the JPO]



You may use the GJP or use the Specific JD for the below sections



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO - HIV/AIDS Officer (Adolescents Integrated HIV Prevention) P2

Supervisor Title/ Level: Chief HIV/AIDS, Adolescents Development & Gender/P4
Organizational Unit: Programme
Post Location: Harare, Zimbabwe

Job Level: P2
Job Profile No.:
Job Classification Level:

II. Strategic Office Context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

UNICEF's HIV response for children must ensure that neither age, poverty, gender inequality, nor social exclusion determine access to life saving HIV prevention, treatment and care. UNICEF and its partners' responses ensure all children are born free of HIV and remain HIV-free for the first two decades of life, from birth through adolescence. It means that all children living with HIV have access to the treatment, care and support they need to remain alive and healthy. This is UNICEF's vision of an *AIDS-free generation* starting with children. Ending AIDS among children is vital to ending the AIDS epidemic as a public health threat by 2030 — the overarching goal of the Joint United Nations Programme on HIV/AIDS (UNAIDS) of which UNICEF is a cofounding partner.

Zimbabwe Country Programme 2022-2026 has prioritized HIV and Adolescent Development and Participation (ADAP) and Gender.

Job organizational context: The HIV/AIDS Officer reports to the Chief HIV/AIDS, Adolescent Development & Gender who is at **Level 4**.

Strategic office context: Despite the country surpassing the 95-95-95 global HIV targets, children are lagging behind on treatment. Implementation of more effective strategies to locate and treat children living with HIV is therefore a priority. There is need to support implementation of the tripple elimination plan on HIV, syphilis and hepatitis B and Global Alliance has provided an opportunity to accelerate results for children and HIV.

UNICEF will therefore invest in data analytics and leveraging the MNCH and Nutrition platforms to strengthen institutional capacity towards case finding of children living with HIV and placing them on lifelong treatment. The focus will be on supporting the government to scale up high impact and effective interventions that will optimize HIV outcomes in children and pregnant women, especially pregnant and breastfeeding adolescent mothers.

Please provide an overview of the office context in which this position works, briefly summarizing

HIV/AIDS and gender inequalities are two important challenges facing Zimbabwe today. HIV/AIDS continue to be a top priority for the government of Zimbabwe as reflected in the recent 2023 mid-term review of the National Development Strategy 1 (NDS1). Being a high HIV burden country, with a prevalence of 10.47 per cent, and 1.3 million people living with HIV of which 85,000 are children (HIV estimates, 2023), Zimbabwe requires intensified efforts to ultimately achieve the goal of eliminating HIV as a public health threat especially amongst women, children and adolescents by accelerating prevention of new infections amongst adolescents especially adolescent girls and young women including adolescents pregnancies within the broader sexual and reproductive health and rights (SRHR). New infections are six times higher in adolescent girls and young women than their male counterparts and teenage pregnancy is high at 22 per cent. Adolescents empowerment through robust mechanism for engagement and participation are critical.

Purpose for the job:

Reporting to the Chief of HIV/AIDS, Adolescent Development & Gender, the HIV Officer provides professional technical, operational and administrative assistance throughout the programming process for the HIV/SRHR and

ADAP programmes/projects within the Country Programme from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting of results.

Specifically, the post will entail supporting the prevention work amongst adolescents especially adolescent girls and young women SRHR, through support to HIV/SRHR/ADAP integrated adolescent prevention efforts focusing on adolescent girls and young women where new infections are highest and supporting development and engagement of adolescents ensuring that they are skilled, empowered and supported to transition to employment. This shall be done by two approaches: dedicated actions to ensure integrated HIV/SRH services for adolescents and through empowerment of adolescents and young people through advancing the adolescents participation agenda.

The HIV Officer shall interface with Ministry of Health and Child Care, National AIDS Council, Ministry of Youth Development & Vocational Training and Zimbabwe Youth Council and also with Ministry of Youth and Zimbabwe Youth Council and Civil Society Organizations.

III. Key functions, accountabilities and related duties/tasks:

1. Support to programme development and planning.
2. Programme management, monitoring and delivery of results.
3. Technical and operational support to programme implementation.
4. Networking and partnership building.

Support to programme development and planning

- Contribute to the update of situation analysis for the programme sector/s for development, design and management of HIV/SRHR/ADAP related programmes/projects. Research and report on development trends (e.g. political social, economic, HIV/AIDS) for higher management use to enhance programme development planning, management, efficacy and delivery of results.
- Contribute to the development/establishment of sectoral programme goals, objectives and strategies and results-based planning through analysis of HIV/SRHR/ADAP needs and areas for intervention and submission of recommendations for priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating results.
- Prepare required documentations/materials to facilitate the programme review and approval process.

Programme implementation, monitoring and delivery of results

- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess programmes/projects and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of relevant sectoral programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on

issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.

- Contribute to preparation of the regular/mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

Technical and operational support to programme implementation

- Conduct regular programme field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Provide relevant technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on HIV/SRHR/ADAP related issues to support programme implementation, operations and delivery of results.

Networking and partnership building

- Build and sustain effective close working partnerships with relevant sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and enhance resource mobilization for UNICEF HIV/SRHR/ADAP programmes/projects.

IV. Impact of Results

The efficiency and efficacy of support provided by the Officer to programme preparation and planning and implementation of HIV/AIDS related programmes/projects contribute to accelerating UNICEF and national development efforts to eliminate new HIV infections among children and to provide life-saving protection, care and support to children and their families affected by AIDS that in turn contribute to achieving UNICEF's vision, commitment and goal to an AIDS-free generation that starts with children and the "Three Zeros" – zero new infection, zero deaths and zero discrimination. The support further accelerates the adolescents development and participation agenda through assisting with creation of systematic engagement and participation and fostering youth led innovation.

V. Competencies and level of proficiency required

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability <p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Nurtures, Leads and Manages People (1) • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (2) • Innovates and Embraces Change (2) • Thinks and Acts Strategically (2) • Drives to achieve impactful results (2) • Manages ambiguity and complexity (2) 	<p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> ▪ Demonstrates Self Awareness and Ethical Awareness (1) ▪ Works Collaboratively with others (1) ▪ Builds and Maintains Partnerships (1) ▪ Innovates and Embraces Change (1) ▪ Thinks and Acts Strategically (1) ▪ Drives to achieve impactful results (1) ▪ Manages ambiguity and complexity (1)
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VI. Recruitment Qualifications	
Education:	A University Degree in Public Health, International Development, or other relevant social science field.
Experience:	A minimum of 2 years of professional experience in HIV/AIDS/SRHR/ADAP planning and management and/or in relevant areas of health care, and social development at the international level and/or in a developing country is required. Experience in HIV/AIDS/SRHR/adolescent and youth development programme/project development in UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required.