

# JOB PROFILE

**Title:** Programme Officer (JPO)  
**Grade:** P2 (In accordance with Agreement between Donor Country and UNAIDS)  
**Division/Unit:** UNAIDS Zambia Country Office  
**Location:** Lusaka, Zambia  
**Duration of assignment:** 2 years

## 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](#).

## Organizational Context Zambia Country Office

The UNAIDS Zambia Office provides leadership and coordinates the expanded UN system response in Zambia towards ending AIDS as a public health threat by 2030. Using an equity and equality lens as part of the Sustainable Development Goals (SDGs), the Zambia Office scales up HIV services focused on key populations, and other groups living with or at risk of HIV (I.e. women and girls in all their diversity, people with disabilities, indigenous peoples) and in locations most at risk. The Zambia Office promotes effective use of strategic information to better understand and track the epidemic and its trends, and to measure progress and sustainable impact of the response in Zambia. It supports efforts to strengthen the capacities of communities and their meaningful engagement in health, social protection, human rights and social justice mechanisms, and gender transformative approaches, and provides intellectual support and technical guidance as necessary to partners, communities, civil society organizations and policymakers.

## Supervision

**Name of Supervisor:**

**Title of Supervisor:** UNAIDS Country Director

**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/Office 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 People Management 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.

**Key responsibilities**

Under the direct supervision of the UNAIDS Country Director (UCD), the incumbent will:

- Assist the UCD and the UNAIDS Country Office (UCO) team in convening, coordinating and facilitating the Joint UN Team on AIDS;
- Assist the UCD, the UCO team and the Joint UN Team on AIDS (Joint Team) in developing and implementing a needs-based, country-tailored Joint UN Plan on AIDS, in support to the national Fast-Track targets and the SDG commitments, strategies and plans, in accordance with the priorities of the United Nations Development Assistance Framework (UNDAF);
- Support the UCD/ UCO and the Joint Team in their engagement in the development, implementation and reporting on UNDAF; assist in making sure that country priorities and needs pertinent to ending the AIDS epidemic are fully integrated in the UNDAF processes;
- Assist efforts of the UCO team to foster collaboration and inclusive partnerships with key stakeholders such as National AIDS Council, Ministry of Health, other Government Ministries, sub-national government institutions, civil society organizations, communities, development partners, the private sector and others to advance the rights and ensure equitable access to prevention, treatment and other essential services, with a particular attention to key populations such as women, youth, people living with HIV, prisoners, gay men and other men who have sex with men, sex workers, transgender people, migrant workers and others, as determined by the country context and up-to-date evidence;

- Assist in generating and facilitate sharing and utilization of HIV-related strategic information, especially as related to key populations;
- Support the UCD and UCO team in the development of a good knowledge base on gender, legal and human rights issues in relation to key populations. Liaise with appropriate departments in Government, civil society organizations and communities for collecting and sharing gender, legal and human rights information on key populations;
- Assist the UCO in ensuring that civil society organizations and communities have space to engage in decision-making processes, participate fully in key partnerships and have access to financial and material resources made available by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), The Global Fund to Fight AIDS, TB and Malaria (GFATM) and other funding agencies.
- Assist the UCO in supporting the implementation of SRH/HIV activities for Adolescents and girls in collaboration with the health UN agencies, UNICEF, UNFPA and WHO.
- Assist UCO in Coordination of the National Coalition on HIV Prevention and reporting on achievements of the Country in implementation of the Prevention Road Map.

### Learning Elements:

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

- Fully understand the mission, the values, the strategic priorities and the operating modalities of UNAIDS Joint Programme; demonstrate a profound understanding of the role, objectives and operations of UNAIDS Cosponsors and the Secretariat in Zambia;
- Demonstrate a good understanding of the HIV epidemic, its main drivers and impact on various populations, key principles and core priorities of the HIV response; demonstrate a thorough knowledge of the AIDS epidemic in Zambia, its implications, priorities of the national response, and the place and the contribution of the HIV response to the national health and development agenda;
- Demonstrate a good understanding of the Agenda 2030 for Sustainable Development; show ability to explain the linkages between the target of ending the AIDS epidemic under the SDG3 and other Sustainable Development Goals (SDGs);
- Follow up discussions on technical issues on HIV with counterparts in order to help promoting HIV-related policies and programmes, at national and sub-national levels;
- Demonstrate competence in 'translating' strategic information into people-centered programmes and interventions, in particular as relates to key populations;
- Demonstrate ability to engage effectively with civil society and community partners;
- Demonstrate proficiency in the development of the Joint UN Plan on AIDS and in the application of the 'Three Ones' principles of coordination; demonstrate ability to integrate provisions pertinent to ending the AIDS epidemic in the UNDAF.
- Demonstrate good understanding of the UN reform, its implementation at country level, as well as the role and the contribution to the reform processes of UNAIDS Joint Programme.

## Linkages

Internal	Purpose
UNAIDS Regional Support Team in Johannesburg and in UNAIDS, Geneva.	To request and provide information; enlist support/funds/expertise; identify research and development needs.
UNAIDS staff in various countries.	Exchange/share experiences and views;

	develop collaboration - linkages between different national efforts and organizations
<b>External</b>	<b>Purpose</b>
Heads of HIV in other UN agencies.	To provide assistance and support in their coordinating role; to assist in planning and finding and utilization of available information; to provide reliable information related to vulnerable groups
National AIDS Council, other relevant government agencies, civil society organizations and cooperating partners.	To participate/collaborate in reviews, development for planning, and evaluation of activities. To provide reliable information and review documentations related to Most at Risk Populations (MARPs).
Staff and Officials of the UN Joint Program in Zambia, and UN agencies, donors, NGOs.	To facilitate/promote provision and exchange of information.

### 3. Position requirements: knowledge and experience

#### EDUCATION

Advanced University degree at Master's level in international development, social or physical sciences, public health, management or similar academic preparation.

#### EXPERIENCE

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

#### LANGUAGES

Essential: Advanced level of English

Desirable: Knowledge of another UN system official language will be an asset.

#### FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Knowledge of the AIDS epidemic, globally and its implications.

Understanding of the UN system of organizations and their delivery mechanisms.

### 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:

Title: UNAIDS Country Director

Signature:

Date:

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

Name:

Title: Director, Regional Support Team, East and South Africa

Signature:

Date: