

## TERMS OF REFERENCE

### JUNIOR PROFESSIONAL OFFICERS IN HIV AND AIDS, UNAIDS OFFICE IN ZAMBIA

#### I. General Information:

|                         |  |
|-------------------------|--|
| Title:                  | <b>Programme Officer (JPO)</b>   |
| Sector of Assignment:   | <b>HIV/AIDS</b>  |
| Country:                | <b>Zambia</b>  |
| Location (city):        | <b>Lusaka</b>  |
| Agency:                 | <b>UNAIDS</b>  |
| Division:               | <b>Programme Effectiveness and Country Support Dept</b>  |
| Duration of Assignment: | <b>Initially one year with the possibility to extend up to 3 years.</b>                              |
| Grade:                  | <b>P1 step 1 or P2 step 1 in the first year, depending on the level of education and experience.</b> |

Note: this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries** - [see criteria](#) at the website of the Dutch Ministry of Foreign Affairs:

[http://www.minbuza.nl/en/Key\\_Topics/Development\\_Cooperation/Associate\\_Experts\\_Programme](http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

#### II. Supervision:

Title of Supervisor: UNAIDS Country Coordinator

Content and methodology of supervision:

The incumbent will be supervised by the UNAIDS Country Coordinator. While the incumbent will be expected to be able to work independently, the UNAIDS Country Coordinator will work closely with the incumbent in order to mentor and monitor his/her work.

#### 1. Mandate

The UNAIDS Country Office for Zambia operates within the UN Resident Coordinator system to support the work of the UN Country Team (UNCT). The primary role of the UNCT is to facilitate a coordinated UN system support to the national AIDS response through the efficient and effective functioning of the UN Joint Team on AIDS and implementation of the Joint UN Outcome Results Framework on AIDS.

## 2. Key responsibilities

Under the direct supervision of the UNAIDS Country Coordinator (UCC) in Zambia, and subject to the changing working environment and partnership with government, the incumbent will:

- Assist the UCC and the UN Joint Team in the preparation, development and implementation of specific initiatives and activities related to prevention, mitigation, treatment and coordination of the national AIDS response;
- Assist efforts of UNAIDS Country Office (UCO) to promote collaboration, partnerships and capacity building with other key stakeholders such as National AIDS Council (NAC), Ministry of Health (MoH), civil society organizations, Cooperating Partners, private sectors and others in regard to prevention, Care & Treatment of vulnerable groups such as women, youth, people living with HIV, prisoners, MSM, migrant workers and many others through Advocacy, dissemination of Strategic Information, coordination of activities (Planning, monitoring and reporting). The incumbent will work across participating UN agencies and the National AIDS Council and other development partners ;
- Facilitate sharing and utilization of HIV and AIDS strategic information and work with all partners to propose/suggest new areas of research in order to further develop knowledge related to vulnerable groups. The incumbent will work closely with UNAIDS Monitoring and Evaluation Officer in order to ensure relevance of the suggestions;
- Support the UCC and UNAIDS Office in the development of a good knowledge base on Gender, Legal and Human Rights issues in relation to vulnerable groups. Liaise with appropriate departments in Government and civil society organizations for collecting and sharing Gender, Legal and HR information on vulnerable groups;
- Support the UN Joint Team members and UNAIDS Country Office staff in their work to support the development and implementation of 2011-2015 national strategic framework.
- Assist the UCO in ensuring civil society organizations access that financial and material resources and participate fully in key partnerships, such as 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.

## 3. Learning Elements

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

- Fully understand the HIV/AIDS missions, objectives and operations of UNAIDS and its Cosponsors in Zambia;
- Demonstrate a good understanding of the national HIV epidemic at country and regional level with regard to epidemiology, key M&E concepts, risk management and legal issues;
- Demonstrate competence in 'translating' strategic information into national interventions in particular with regard to Prevention, Care and Treatment for vulnerable groups;
- Follow up discussions on technical issues on HIV & AIDS with counterparts in order to help promoting AIDS policies and programs, at national level.
- Demonstrate a thorough knowledge of the AIDS epidemic and its implications
- Demonstrate proficiency in the development of the UN Joint Program and in the application of the 'Three Ones' principles of coordination.

## 4. Linkages

| Internal   | Purpose   |
|--|---|
| UNAIDS Regional Support Team for Southern and Eastern Africa, 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 |

| External   | Purpose  |
|--|--|
| 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.   |

## 5. Post requirements: knowledge and experience

### EDUCATION

University degree in international development, social or physical sciences, public health, management or similar academic preparation.

### EXPERIENCE

Two years work experience (maximum of 4 years) preferably in programmes' management in public or private sector at the national or international levels, experience in data analysis and coordination.

### LANGUAGES

Excellent knowledge of English.

Knowledge of one or two main Zambian languages 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.

## 6. UNAIDS Values

1. Commitment to the AIDS response
2. Integrity
3. Respect for diversity

## 7. Core competencies

1. Working in teams
2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable

## 8. Managerial competencies

1. Exercising sound judgement
2. Building relationships and Networks

## 9. Information About Living Conditions at the Duty Station

Zambia is land-locked and currently remains a Least Developed Country. However Zambia is rapidly moving towards middle income status. The national population is estimated at 12 million. The capital, Lusaka, has a population of approximately 1.3 million. Public transport is mainly used by the local population but is unreliable and congested. UN personnel assigned to Zambia are advised to have a personal car. They are allowed to import, within the first six months of assignment, one private vehicle duty-free. The cost of living is very high in Lusaka. Good modern housing for rent is available on the open market but is very expensive. A few small shopping centres and services provide food, clothing, restaurants etc. of a reasonable standard. In this regard, expansion has been rapid over the last five years and the trend seems to be continuing.

The official language is English, which is widely spoken. In addition, there are 73 different dialects, seven of which are recognized as main local languages spoken in the country.

The climate is very pleasant. The country has three distinct seasons: cool and dry from May to August, hot and dry from September to November, and warm and wet from December to April. Average daily maximum temperature in Lusaka varies between the mid 20's to the mid 30's centigrade.

International telephone landlines and fax are available, however the mobile network and internet is more reliable. Postal service is unreliable, and private providers are mainly used (eg. FEDEX, DHL etc...). The country is well served with international flights to/from Europe and Africa.

Zambia is a generally safe place to live in, although not free of crime. Some prudence is required.

Health conditions are generally good, although malaria is a hazard in areas mainly outside Lusaka. Medical and dental services are available throughout the country, but the quality varies considerably. A small dispensary is located at the UN Common Premises, and is staffed by a qualified international doctor (UNV) and a registered nurse.

There are a few international schools ranging from primary to high school levels, and fees vary widely also with the quality of the school. There are also a few nurseries and pre-schools catering for expatriate children. Most sports activities are available: tennis, squash, badminton, aerobics, horseback riding, golf etc.

## 8. How to Apply

Eligible candidates are requested to submit an online application at the following link:  
[http://www.jposc.org/content/programme/current\\_vacancies-en.html](http://www.jposc.org/content/programme/current_vacancies-en.html).

**The deadline for receipt of applications is 12 midday, Thursday 26 May 2011.**

Applications received after this will not be considered. In view of the volume of applications, only candidates being invited to an interview will be contacted.