

JOB PROFILE

<p>Post No.: N/A</p> <p>Division/Unit: Regional Support Team Western and Central Africa</p> <p>Location: Yaoundé, Cameroon</p> <p>Status:</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Vacant</p> <p><input type="checkbox"/> Revision</p> <p><input type="checkbox"/> Classification Review (attach memorandum explaining changes in work)</p>	<p>For Use by HRM Only</p> <p>Effective date:</p> <p>Title: Programme Officer (JPO)</p> <p>Grade: In accordance with Agreement between Donor Country and UNAIDS</p> <p>CCOG:</p> <p>Authorized by:</p> <p>Title: Chief, HR Operations, HRM</p> <p>Date:</p>
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Mandate of the country

Provide leadership and coordinate support for an expanded UN system response to support countries towards ending the AIDS epidemic as part of the Sustainable Development Goals. To promote, support and provide guidance to national partners and the UN system in reaching Global AIDS targets by 2020 with a Fast-Track approach to rapidly scale up HIV services focused on populations and in locations most affected by the epidemic. Promote effective use of strategic information and documentation of trends on the epidemic and the response as well as provide intellectual leadership on the status of the response to HIV in the country.

Supervision

Title of Supervisor: UNAIDS Country Director, Cameroon

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

- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Easy access to partners, key stakeholders and actors of the national response including the civil society;
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly Performance Evaluation Report
If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

1. Key responsibilities

Under the direct supervision of the UNAIDS Country Director (UCD) in Cameroon, and subject to the changing working environment and partnership with government, the incumbent will:

- Assist the UCD and the UN Joint Team in the preparation, development and implementation of specific initiatives and activities related to prevention, mitigation, treatment in the response and coordination of the National AIDS Programme;
- Assist efforts of UNAIDS Country Office (UCO) to promote collaboration, partnerships with other key stakeholders such as National AIDS Council (NAC), Ministry of Public Health (MoPH), civil society organizations, cooperating partners, municipalities, private sector institutions and others in regard to prevention, care & treatment of vulnerable groups such as young women and girls, youth, people living with HIV, female sex workers, MSM, transgender and displaced people 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;
- Assist the UNAIDS Country Office in supporting the implementation and the monitoring of the national HIV and AIDS response.
- Support the UCO staff and UN Joint Team members in their work in developing and implementing the Fast-Track HIV prevention, treatment, care and support and in the achievement of the goals of the UNAIDS Strategy for 2016 – 2021.
- Support the generation, sharing and utilization of HIV and AIDS strategic information for advocacy and in order to further develop knowledge related to gaps in the response hampering the achievement of targets. The incumbent will work closely with UNAIDS Country Office technical staff in order to ensure relevance of the suggestions;
- Assist the UCO in supporting the HIV and AIDS related work of civil society organizations, facilitating their access to financial and material resources and full participation in key partnerships with the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), The Global Fund to Fight AIDS, TB and Malaria (GFATM), The Health Donors' Group and other technical and funding agencies.

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 Cameroon;
- Demonstrate a good understanding of the national HIV epidemic at country and regional level with regard to epidemiology, strategic planning, M&E, management and operations;
- Demonstrate competence in 'translating' strategic information into national interventions in particular with regard to prevention, care and treatment, reduction of stigma and discrimination, human rights and enabling environment with focus on vulnerable groups;
- Ability to conduct advocacy and technical discussions on HIV & AIDS with counterparts in order to help promoting AIDS policies and programs at different levels.
- Demonstrate proficiency in the development of the UN Joint Program and implementation of national strategic plans and initiatives aimed at accelerating progress toward the 90-90-90 and 'Fast-Track' targets and end of AIDS by 2030.

2. Linkages

Internal	Purpose
UNAIDS Country Office – Staff at all levels	To provide assistance and support UCO's work, discuss assignments, progress and results, exchange information, promote mutual understanding and collaboration; to facilitate interaction with all staff. Team work.
Regional Support Team and UN Team on AIDS and UNAIDS technical resource facility in the region – Staff at all levels	To provide support, give and obtain information, coordinate activities and enlist cooperation. Team work.

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, municipalities, civil society organizations and cooperating partners.	To collaborate in development and coordination of activities and events, strategic planning, and evaluation of activities. To help generate/exchange/use reliable information. To support civil society organizations and CBOs
Staff and officials of the UN Joint Program in Cameroon and UN agencies, donors, NGOs.	To collaborate in coordination of interventions, reviews, strategic planning, and evaluation of activities. To help generate/exchange/use reliable 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

Two years' work experience (maximum of 4 years) preferably in programme management in the public and/or private sector at the national or international levels, experience in data analysis and coordination. Work experience in development countries is highly desirable.

LANGUAGES

Excellent knowledge of French and English.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Interest in and knowledge of the AIDS epidemic and its implications.
Understanding of the UN system of organizations and their delivery mechanisms desirable.

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):

1st Level Supervisor

Name:

Signature:

Date

2nd Level Supervisor

Name:

Signature:

Date