

# JOB PROFILE

<p><b>Post No.:</b></p> <p><b>Division/Unit:</b> Regional Support Team</p> <p><b>Location:</b> Dakar – Senegal</p> <p><b>Status:</b></p> <p><input checked="" type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> <b>Vacant</b></p> <p><input type="checkbox"/> <b>Revision</b></p> <p><input type="checkbox"/> <b>Classification Review</b></p> <p>(attach memorandum explaining changes in work)</p>	<p><b>For Use by HRM Only</b></p> <p>Effective date:</p> <p>Title: Programme Officer, JPO</p> <p><b>Grade: In accordance with Agreement between Donor Country and UNAIDS</b></p> <p>CCOG:</p> <p>Authorized by: Cristiana Baroglio</p> <p>Title: Chief, Staff Services, a.i., HRM</p> <p>Date:</p>
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## Mandate of the Unit/Team (title under discussion)

The mandate of the Regional Support Team is to provide leadership and coordinate support for an expanded UN system response to AIDS at regional and country levels. Promote, support and provide guidance to the UN system in the region to Fast-Track HIV prevention, treatment, care and support and in the achievement of the goals of the UNAIDS Strategy for 2016 – 2021 and the Sustainable Development Goals. Coordinate the development of strategic information and document the trends on the epidemic and the response as well as provide intellectual leadership on the status of the AIDs response in the region. Provide managerial support and technical advice and guidance to UNAIDS country offices.

## Supervision

**Name of Supervisor:** Leopold Zekeng

**Title of Supervisor:** Deputy Director – Regional Support Team West and Central Africa (RST/WCA)

### 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
  - 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 supervision of the Deputy Director and in consultation with colleagues at WCA and the UNAIDS Rights, Gender and Community Mobilization Department at HQ, the incumbent will:

- Assist WCA efforts to promote collaboration, partnerships and capacity building with other key stakeholders such as National AIDS Council (NAC), Ministry of Health (MoH), Ministry of Justice, Bars Associations, NHRIs, civil society organizations, Cooperating Partners, private sectors and others in regard to prevention, Care & Treatment of vulnerable groups and key populations 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 ;
- Support UNAIDS Office in the development of a good knowledge base on Gender, Legal and Human Rights issues in relation to vulnerable groups and key populations. Liaise with appropriate departments in Government and civil society organizations for collecting and sharing Gender, Legal and Human Rights information on vulnerable groups and key populations;
- Support UNCares country and regional teams in the implementation of the UN for all modules and be the regional UNCares focal point for the coordination of upcoming activities;
- Conducting and analyze the Stigma Index surveys in WCA in order to translate the results in national and regional action plans to reduce stigma and discrimination in WCA;
- Assisting to collect and analyse all relevant information regarding Laws, HIV/AIDS and human rights issues in the Region;
- Conducting research on pertinent discriminatory laws and supporting the work of national human rights institution and civil society for on HIV/AIDS laws issues;
- Maintaining a database on all relevant partners operating on HIV/AIDS, HR at the regional level and participate in the implementation of capacity buildings programmes targeting law enforcement officials and judicial bodies on HIV/AIDS;
- Drafting legal thematic report and conduct research in French/English;
- Liaising with Regional office staff and stakeholders regarding reports, administrative matters and ensure a timely follow up of recommendations ;
- Conduct missions if needed within WCA to provide Human Rights training etc.
- Participating in all other relevant office matters whenever necessary;

## 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 RST – WCA;
- 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 and key populations;
- Follow up discussions on technical issues on HIV & AIDS with counterparts in order to help promoting AIDS policies and programs, at national and regional level.
- Demonstrate a thorough knowledge of the AIDS epidemic in WCA and its implications at regional and national level.
- Demonstrate proficiency in the development of the UN Joint Program and in the application of the ‘Three Ones’ principles of coordination.

## 2. Linkages with other units

<b>Internal</b>	<b>Purpose</b>
UNAIDS Regional Support Team West & Central Africa, and in UNAIDS, Geneva.	To request and provide information; 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 key populations and human rights.
Staff and Officials of the UN Joint Program in WCA, and UN agencies, donors, NGOs.	To facilitate/promote provision and exchange of information.

### 3. Post requirements: knowledge and experience

#### EDUCATION

**Essential:** Advanced university degree at the Master's level in law and/or human rights or any other degree relevant to the work of UNAIDS.

**Desirable:** Specialization in human rights, law, women's health, gender-based violence, and/or sexual reproductive health.

#### EXPERIENCE

At least two years work experience (maximum of 4 years) preferably in law in public or private sector at the national or international levels, experience in data analysis and coordination.

#### LANGUAGES

**Essential:** Excellent knowledge of French and English.

**Desirable:** Knowledge of another UN official language.

#### FUNCTIONAL/TECHNICAL KNOWLEDGE/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):

<b>Supervisor</b>	Name: Leopold Zekeng, Deputy Director, RST/WCA
	Signature:
	Date:
<b>Director:</b>	Name: Djibril Diallo, Director, RST/WCA
	Signature:
	Date:
<b>Executive Director:</b>	Name:
	Signature:
	Date: