



UNFPA is an international development agency that promotes the right of every woman, man and child to enjoy a life of health and equal opportunity.

VACANCY ANNOUNCEMENT

UNFPA invites applications from **nationals of Trinidad and Tobago** for the position of:

HIV and AIDS OFFICER – Trinidad and Tobago

Responsibilities

- Contribute to the formulation and design of the country programme in the area of HIV/AIDS;
- Analyze and interpret the environment relevant to Reproductive Health (RH) and HIV/AIDS and national priority issues for Trinidad and Tobago in the above areas and identify opportunities for UNFPA assistance and intervention;
- Keep abreast of new policy developments and strategies and prepare briefs and inputs for policy dialogue, technical assistance coordination and development frameworks;
- Monitor projects' expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels;
- Expedite and coordinate project implementation assisting the Assistant Representative in establishing collaborative relationships with executing agencies, experts, government counterparts and other UN agencies facilitating timely and efficient delivery of project inputs;
- Help create and document knowledge about current and emerging RH and HIV/AIDS issues and trends and national priority issues in the above areas for Trinidad and Tobago;
- Support the office and attend, as needed, inter-UN agency and inter-institutional meetings under the themes covered by his/her portfolio;
- Assist advocacy and resource mobilization efforts of the Country Office by preparing relevant documentation, i.e. project summaries, conference papers, speeches, donor profiles and participating in donor meetings and public information events.

Qualifications

- Master's Degree in Health, Population, Demography and/or other related Social Science.
- At least 5 years professional experience preferably in programme/project management in the public or private sector. Experience in HIV/STI or public health programme management preferable.
- Fluency in oral and written English (knowledge of Spanish would be an asset).

To apply, kindly complete and submit a UN Personal History Form (P11) along with a CV and cover letter. The P11 form and Job Description for the position can be obtained at: <http://www.undp.org.tt/Jobs/index.html>. Completed applications should be sent by **3rd February, 2012** to the following address:

UNFPA Representative
c/o UN House, 3A Chancery Lane, Port of Spain
Or via email at jamaica.office@unfpa.org