

Job Profile

<p>Post No.</p> <p>Division/Unit: Country and Regional Support Department</p> <p>Location: Trinidad and Tobago</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><u>For Use by HRM Only</u></p> <p>Effective date:</p> <p>Title: National Programme Officer</p> <p>Grade: NO-C</p> <p>CCOG: 1.A.11.</p> <p>Authorized by: Paul GREENSTREET (for Executive Director)</p> <p>Title: Director, Human Resources Management</p> <p>Date: May 2007</p>
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1. Key responsibilities:

The National Programme Officer (NPO) supports the UNAIDS Country Coordinator (UCC) in strengthening the national capacity and framework for an urgent, coordinated and comprehensive response to the epidemic.

Working under the guidance and supervision of the UCC, the incumbent has the following functions:

- 1) Assists the UCC in supporting the efficient functioning of the UN Joint Team on HIV and UN Theme Group (UNTG), including the development and implementation of the UN Joint Programme of Support on AIDS). In this context, ensures coordination and communication within the UN (including Technical Working Groups and other relevant forums) and between the UN, government and all other development partners.
- 2) Facilitates collaboration, consultation and programming among UNAIDS Cosponsors and the wider UN system Agencies. Monitors in-country developments, trends and institutional frameworks and helps identify implications for the work of the Theme Group and UN Joint Team, and opportunities for advocacy, communication, promotion, fundraising and other support. Assist in the reviews of national plans and government policy and assists with the monitoring of United Nations General Assembly Special Session on HIV (UNGASS) commitments and targets as well as progress against core indicators.
- 3) Provides technical support to the analysis, collation, distillation and dissemination of information on the country's HIV situation, response, gaps and needs and documents the role of UNAIDS in advocacy, leadership and resource mobilization and prepares other high quality strategic information for national, regional and global advocacy. Ensures the national adaptation, promotion and application of relevant best practices and ensures that country experiences are available for sharing in various forums as a means of advocacy and resource mobilization.
- 4) Provides support to the HIV National Strategic planning process at national and sub-national levels, including support to costing, planning, implementation, monitoring, revision and evaluation of programmes and to national capacity building in these areas.
- 5) Provides support to mainstreaming of HIV through UN Integrated planning and Common Country Assessment (CCA) the United Nations Development Assistance Framework (UNDAF), poverty reduction programmes and other instruments as appropriate.

6) Helps strengthen national coordination and consultation mechanisms for an effective multisectoral response and facilitate coordination among NGOs, HIV service providers and organizations of People Living with HIV. Identifies opportunities for access by National AIDS Programme and Civil Society organizations to Theme Group/Cosponsor and other partners' support.

7) Supports the activities of the International Center on Technical Cooperation on HIV (ICTC), a joint UNAIDS and Government initiative. Identifies needs for specialist advice and collaborates towards access to international and horizontal technical cooperation, regional cooperation and inter-regional cooperation, as needed.

8) Participates in the identification, development and the timely implementation of and reporting on catalytic activities financed from the UNAIDS Programme Acceleration Funds (PAF) and helps mobilize Government, Cosponsors and other partners to take successful projects to scale. Monitors financial and technical reporting.

9) Provides support to monitoring via the establishment and updating of a Country Response Information System (CRIS) and/or other existing government mechanisms. Helps guide government and donor efforts to achieve set targets and objectives. Helps evaluate the level of implementation and resource needs. Identifies problems and weaknesses at an early stage and proposes corrective action. Facilitates the planning and administration of human and financial resources.

10) As designated by the UNAIDS Representative/UCC, represents UNAIDS Secretariat at UN System working groups.

2. Linkages with other Units and inter-tasks:
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a) Inside the Programme

Title & level

UNAIDS Country Coordinator - UCC

Purpose

Assist the UCC implement the UNAIDS corporate mandate development

Regional Support Team

To request and provide support, information on country response efforts; enlist support/funds/ expertise.

Staff of technical and administrative units in UNAIDS, Geneva

Regular exchange of information, technical and administrative support when required

UNAIDS staff in various countries

Exchange/share experiences and views; develop collaboration - linkages between different national efforts and organizations. Best practice.

b) Outside the Programme

Title and level

Chairperson of Theme Group and Theme Group members

Purpose

To provide high-level professional support to his/her coordinating role.

High-level government officials, National AIDS Programme

To participate in strategy development for planning, implementing, monitoring and evaluation of activities as well as for advocacy and fund raising.

UN Resident Coordinator

In cooperation with other participants of the UNCT, assists and advises on incorporating HIV related issues into common country strategies and participate in UNDAF/UN ISP exercises.

Representatives of Cosponsors and other UN agencies, the European Union and other donors, NGOs

To facilitate collaborative efforts, coordination and flow of information.

3. Post requirements:**a) Knowledge and experience:**

- Three to six years' experience in planning, programming, monitoring and evaluation of technical cooperation programmes, in top level institutions in the country or region (Government, International organizations, International or National NGOs).
- Excellent interpersonal negotiating and consultative skills.
- Knowledge of developmental, political and financial issues linked to HIV in the country or region
- Knowledge of the UN system organizations and their delivery mechanisms.
- Thorough understanding of the HIV epidemic and impact.

b) Professional competencies:

University degree in development economics, social or physical sciences, public health, public administration, management, or a relevant combination of academic preparation and experience.

c) Managerial competencies:

Extensive experience in developing and implementing development cooperation programmes, with demonstrated technical and managerial achievements in public health, health economics, planning and management. Strong analytical ability. Excellent professional verbal and written communication and advocacy skills. Ability to mobilize partners and resources. Ability to integrate team work.

d) Personal attributes:

Advanced level of English and intermediate level of the language in the duty station.