



## **JOB DESCRIPTION**

**Post Title:** HIV and AIDS Officer

### **Organizational Context**

- Under the overall supervision of the UNFPA Representative, under the direct oversight of the Assistant Representative and in coordination with other HIV and AIDS Officers and staff from the UNFPA Office for the English- and Dutch-Speaking Caribbean, the HIV and AIDS Officer substantively contributes to the effective management of UNFPA activities in the area of HIV and AIDS and Reproductive Health and, as such, provides follow up to regular UNFPA operations in Trinidad & Tobago in these areas. He/she analyzes and assesses relevant trends and provides substantive inputs to project formulation and evaluation, joint programming initiatives and national development frameworks. The Officer guides and facilitates the delivery of UNFPA's programme activities in HIV and AIDS by monitoring results achieved in the implementation and taking part of UN Inter-Agency Initiatives on HIV and AIDS. He/she ensures and guides the appropriate application of systems and procedures and develops enhancements if necessary.
- The Officer facilitates the work of consultants, advisors and experts and establishes and maintains collaborative relationships with counterparts in government, multi lateral and bi-lateral donor agencies and civil society to address emerging issues.
- The Officer must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA's mandate. The Officer is a substantive contributor to the programme team in the Country Office.

### **Results-Oriented Functional Statement**

- In collaboration with national and regional counterparts and other stakeholders, and in coordination with the Regional and SRO technical advisors and thematic focal points, he/she contributes substantively to the formulation and design of the country programme components, primarily in the area of HIV and AIDS, in line with national and regional priorities and according to UNFPA programme policies and procedures. Ensures quality of programme/project design incorporating lessons learned, newly developed policies and best practices. He/she should ensure appropriate execution and monitoring mechanisms in line with the established UNFPA administrative and financial rules and monitoring tools.
- Analyzes and interprets the environment relevant to Reproductive Health (RH) and HIV and AIDS and national priority issues for Trinidad & Tobago in the above areas and identifies opportunities for UNFPA assistance and intervention. Keeps abreast of new policy developments and strategies analyzing policy papers, strategy documents, national plans and development frameworks and prepares briefs and inputs for policy dialogue, technical assistance coordination and development frameworks.
- Analyzes and reports on progress made in his/her portfolio in terms of achieving results; identifies constraints and resource deficiencies and recommends corrective action. Monitors projects expenditures and disbursements to ensure delivery is in line with approved project budgets and to realize targeted delivery levels.

- Expedites and coordinates 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 and addressing training needs of project personnel
- Helps create and document knowledge about current and emerging RH and HIV and AIDS issues and trends and national priority issues in the above areas for Trinidad & Tobago, by analyzing programmes, projects, strategies, approaches and ongoing experience for lessons learned, best practices, and shares with management for use in knowledge sharing and planning future strategies.
- Supports the office and attends as needed in inter-agency and inter-institutional meetings and events under the themes covered by his/her portfolio, particularly in those related to United Nations Development Assistance Framework (UNDAF) follow up, RH & HIV and AIDS and provides technical guidance and assistance and collaborates with Assistant Representative and other staff on all issues related RH & HIV and AIDS.
- Assists 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.

### **Competency framework**

#### **Functional Competencies/Primary Competencies**

- **Results-based programme development and management**

Contributes to the achievement of results through primary research and analysis and effective monitoring of programme/project implementation. Uses analytical skills to identify opportunities for project development and participates in the formulation of proposals ensuring substantive rigor in the design and application of proven successful approaches.

- **Innovation and marketing of new approaches**

Enhances existing processes and products. Documents and analyzes innovative strategies, best practices and new approaches. Adapts quickly to change.

#### **Additional Competencies**

- **Leveraging the resources of national governments and partners/Building strategic alliances and partners**

Establishes, maintains and utilizes a broad network of contacts to keep abreast of developments and to share information. Analyzes and selected materials for strengthening strategic alliances with partners and stakeholders.

- **Advocacy/Advancing a policy oriented agenda**

Prepares and communicates relevant information for evidence-based advocacy. Maintains a functioning network of contacts in the media and civil society to support advocacy efforts and takes opportunities for advocating for UNFPA's mandate.

- **Resource mobilization**

Provides inputs to resource mobilization strategies analyzing and maintaining information and databases on donors and developing database of project profiles for presentation to donors.

### **Corporate Competencies:**

#### **Values**

- **Integrity/Commitment to mandate**

Acts in accordance with UN/UNFPA values and holds himself/herself accountable for actions taken. Demonstrates personal commitment to UNFPA's mandate and to the organizational vision.

- **Knowledge sharing/Continuous learning**

Takes responsibility for personal learning and career development and actively seeks opportunities to learn through formal and informal means. Learns from others inside and outside the organization adopting best practices created by others. Actively produces and disseminates new knowledge.

- **Valuing diversity**

Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Takes actions appropriate to the religious and cultural context and shows respect, tact and consideration for cultural differences. Observes and inquires to understand the perspectives of others and continually examines his/her own biases and behaviors.

#### **Managing Relationships**

- **Working in teams**

Works collaboratively with colleagues inside and outside of UNFPA to allow the achievement of common goals and shared objectives. Actively seeks resolution of disagreements and supports the decisions of the team.

- **Communicating information and ideas**

Delivers oral and written information in a timely, effective and easily understood manner. Participates in meetings and group discussions actively listening and sharing information. Frankly expresses ideas with the intent to resolve issues, considers what others have to say and responds appropriately to criticism.

- **Conflict and self management**

Manages personal reactions by remaining calm, composed and patient even when under stress or during a crisis and avoids engaging in unproductive conflict. Expresses disagreement in constructive ways that focus on the issue not the person. Tolerates conditions of uncertainty or ambiguity and continues to work productively.

## **Working with people**

- **Empowerment/Developing people/Performance management**

Integrates himself/herself into the work unit seeking opportunities to originate action and actively contributing to achieving results with other members of the team. Knows his/her limitations and strength, welcomes constructive criticism and feedback and gives honest and contractive feedback to colleagues and supervisors. Seeks new challenges and assignments and exhibits a desire to learn. Accepts responsibility for personal performance participating in individual work planning and objective setting seeking feedback and acting to continuously improve performance.

## **Personal Leadership and Effectiveness**

- **Analytical and strategic thinking**

Uses appropriate analytical tools and logic to gather, define and analyze information, situations and problems and draws logical conclusions from data. Demonstrates an ability to set clear and appropriate priorities focusing on tasks and activities which have a strategic impact on results. Anticipates and meets information needs of the team and other stakeholders.

- **Results orientation/Commitment to excellence**

Strives to achieve high personal standard of excellence. Takes action that goes beyond responding to the obvious needs of the situation and persists until successful outcomes are achieved.

- **Appropriate and transparent decision making**

Makes timely and appropriate decisions taking into consideration various and complex issues and takes responsibility for the impact of decisions.

## **Job Requirements:**

- **Academic Requirements:** Master's degree in health, population, demography and/or other related social science field.
- **Experience:** Minimum 5 years of professional experience in HIV and AIDS programme/project management in the public or private sector.
- **Languages:** Fluency in oral and written English, knowledge of Spanish is an asset.
- **Computer skills:** Proficiency in current office software applications.