



Joint United Nations Programme on HIV/AIDS - UNAIDS

Junior Professional Officer Programme (JPO) Chiffre Nr. 2025-2-40

1. General Information

Title: JPO, Governance Officer

Organization: UNAIDS – Joint United Nations Programme on HIV/AIDS

Division/ Unit: External Relations Department – Governance (ERD-GOV)

Country and Duty Station: Geneva, Switzerland

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

2. About UNAIDS

Serving Countries and Communities to End Inequalities and AIDS

We, the Joint United Nations Programme on HIV/AIDS, lead the global effort to end AIDS as a public health threat by 2030. By placing the Sustainable Development Goals (SDGs) related to reduction of inequalities at the heart of our work, we lead the global response to AIDS by: (i) maximizing equitable and equal access to HIV services, (ii) breaking down barriers to achieving HIV outcomes, and (iii) integrating efficient HIV responses into wider health and protection systems.

We are committed to creating an equal, safe and empowering workplace culture where all people in all their diversity thrive. We live our values of Commitment to the AIDS Response, Integrity, and Respect for Diversity.

3. Mandate of the Department

Under the overall leadership of the Director of External Relations, the Governance department plays a pivotal role in supporting all UNAIDS governance structures and constituencies, Member States, Cosponsoring Organizations, NGOs, and other key actors. The department actively represents and promotes the interests of UNAIDS in intergovernmental and interagency bodies, ensuring cohesive and effective collaboration across these diverse platforms.

4. Supervision

Stand: 10.07.2025

Title of Supervisor:

Director, Governance

Content and methodology of supervision:

As part of the UNAIDS JPO programme overall framework, the JPO will benefit from the following supervision modalities:

- Structured and tailored guidance provided by the supervisor, particularly at the onset of the assignment, with the objective of progressively enhancing the responsibilities of the JPO.
- Development of a comprehensive work plan, including clearly defined key results (Performance Evaluation Report) and completion of annual Performance Evaluation Reports.
- Ongoing and constructive supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Active participation in Unit/Team/Office meetings to ensure seamless integration and operational effectiveness.
- Provision of guidance and advice regarding learning and training opportunities within the field of expertise.
- In support of an enriching learning experience, the HR Management Department organizes regular calls with JPOs (individually and/or as a group), fostering a community of practice and offering networking opportunities beyond the office of assignment. Special emphasis is placed on mentoring and supporting first-year JPOs.

5. Key Responsibilities

Within the Governance Division, and under the overall supervision of the Director, the incumbent will report to and support the Senior Advisor (Governance) in the coordination of UNAIDS' relations with interagency mechanisms and broader multilateral affairs by providing information, analysis, and advice, with a particular focus on the following areas:

- Assist in drafting high-level Governance briefs, talking points, and summaries of key meetings, ensuring clarity and strategic alignment with UNAIDS' objectives.
- Contribute to the development of strategic analysis across all areas of Governance, including the CCO and engagement with PCB Regional Groups and constituencies.
- Aid in the continuous update and enhancement of the Governance database on decisions and resolutions, ensuring it remains a valuable resource.
- Support the coordination and preparation of the development process for the new Global AIDS Strategy, UBRAF, and the High-Level Political Declaration on HIV.
- Provide support through the Senior Advisor to the organization and smooth execution of PCB meetings, ensuring all logistical and substantive elements are effectively managed.
- Contribute to the preparation of selected PCB agenda items as assigned by the Director and Senior Governance Advisors, contributing to the thoroughness and relevance of discussions.
- Draft UNAIDS contributions to the ECOSOC report and support preparations for ECOSOC discussions on the Joint Programme, ensuring alignment with broader UN frameworks.
- Undertake other assignments relating to the work of the Office as assigned by the Director, contributing to the overall effectiveness and responsiveness of the Governance Division.

Learning Elements:

Upon completion of the assignment, the JPO will be able to:

- **Demonstrate expertise in governance processes** by effectively supporting high-level briefings, strategic analyses, and contributions to key interagency mechanisms and multilateral affairs.
- **Apply advanced skills in strategic analysis** and policy development, with a particular focus on the coordination and support of global initiatives such as the Global AIDS Strategy and the High-Level Political Declaration on HIV.
- **Manage complex project coordination** tasks, including the preparation and facilitation of PCB meetings, ensuring seamless execution and alignment with UNAIDS' goals.
- **Leverage data management and analytical skills** by maintaining and enhancing the Governance database, ensuring the accuracy and accessibility of crucial governance decisions and resolutions.
- **Prepare comprehensive and strategic reports** for high-level stakeholders, including contributions to the ECOSOC report, demonstrating a deep understanding of governance and multilateral processes.
- **Strengthen communication and drafting skills** through the preparation of high-level briefs, talking points, and summaries, ensuring clear and effective messaging.
- **Gain valuable experience in multilateral diplomacy** and interagency collaboration, enhancing the ability to operate effectively within complex international frameworks.
- **Develop strong teamwork skills** by actively contributing to and collaborating with various colleagues within the Governance division. Given the collaborative nature of Governance work, the ability to work effectively within a team is essential for the successful implementation of all areas and initiatives.
- **Demonstrate a thorough knowledge of the HIV/AIDS response** and its implications and UNAIDS relationships with different constituencies and stakeholders.

6. Linkages with other units

Internal: All departments

Purpose: To ensure cohesive and efficient implementation during the preparation of various PCB agenda items, fostering cross-departmental collaboration.

Internal: All departments

Purpose: To facilitate the timely collection and integration of inputs for ECOSOC sessions, reports, and broader system-wide initiatives, ensuring comprehensive and aligned contributions.

External: PCB Constituencies (PCB Member States, Cosponsors and PCB NGO Delegation)

Purpose: To ensure effective coordination with all PCB constituencies, supporting the timely and strategic implementation of governance-related strategies and initiatives.

7. Post requirements: Knowledge and Experience

EDUCATION

Master's degree in public and/or global health, social and/or political sciences, international and/or external relations, public administration/management, development economics, or a related field.

EXPERIENCE

Essential: A minimum of two years of experience working with an international organization, development agency, or public sector entity, focusing on areas such as external relations, UN coordination and collaboration, and multilateral negotiation processes. Experience in organizing and participating in intergovernmental and inter-agency forums is required.

Desirable: Experience of UN operations at country level in multiple geographical contexts would be an important asset.

LANGUAGES

Essential: Advanced proficiency in English and working knowledge of French. Proficiency in another UN official language is an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Understanding of the UN System's main bodies, specialized agencies, funds, and programmes, particularly the UNAIDS Secretariat and its Cosponsoring Organizations. In-depth knowledge of global UN governance mechanisms and inter-agency relations. A strong understanding of ongoing discussions related to UN reform and its implications for the governance of the Joint Programme is essential. Familiarity with the multisectoral dimensions of HIV and global development issues. Demonstrated expertise in external relations, including multilateral diplomacy, with a well-developed sensitivity to cultural differences. Proven ability to leverage this knowledge effectively to build relationships with representatives and counterparts from diverse regions.

8. UNAIDS Values

1. Commitment to the AIDS response
2. Integrity
3. Respect for diversity

9. Core competencies

1. Working in teams
2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable

10. Managerial competencies

1. Exercising sound judgement
2. Building relationships and Networks

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2025-2-40 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de