



Joint United Nations Programme on HIV/AIDS - UNAIDS

Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-16

1. General Information

Title: JPO, Programme Officer

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

Division/ Unit: External Relations Department (EDR) - Resource Mobilisation (RMO)

Country and Duty Station: Geneva, Switzerland (HQ)

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. Organizational Context

The External Relations Department mobilizes resources for the Joint Programme which includes core funding, non-core (extra-budgetary funding) and grants oversight, and also leads the engagement with private sector. The Department further builds, maintains and nurtures strategic relationship with a variety of international and bilateral institutions and member states, the UNAIDS Programme Coordinating Board (PCB) and its members, the Economic and Social Council (ECOSOC) and others, inter alia ensuring that UNAIDS

governance remains inclusive and fair, with equal access to engagement in processes, committees and decision making.

4. Supervision

Title of Supervisor:

Adviser, Resource Mobilisation

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) and completion of Mid-Year Reviews and annual Performance Evaluation Reports.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Participation in Department/Team meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- Regular calls organized by the People Management Department (individually and/or as a group) to establish a community of practice and provide networking opportunities for JPOs. Specific emphasis is set on mentoring and supporting first-year JPOs.

5. Key Responsibilities

Reporting to the Adviser, Resource Mobilisation (Core Contributions), the incumbent will contribute to the coordination and management of select donors. In particular, the incumbent will have the following responsibilities:

- Internalise the UNAIDS Resource Mobilisation Strategy for 2022-2026 and support the implementation of a robust Account Management system.
- Establish regular interactions with UNAIDS staff to obtain information about UNAIDS activities that can be of interest to donors.
- Provide inputs to creating donor pitches and other relevant communication material to support dissemination of UNAIDS activities to key donors and stakeholders to aid resource mobilization.
- Prepare resource mobilization briefing documents and presentations for audiences within and outside of UNAIDS for use by the Director, Resource Mobilisation or members of the Senior Leadership Team.
- Provide inputs into donor-specific value propositions, concept papers, proposals and agreements for submission to donors.

- Coordinate UNAIDS' reporting requirements through interaction and communication with departments and units across the UNAIDS Secretariat.
- Maintain a calendar of donor events and support colleagues in preparing, implementing and reporting events.
- Conduct regular research on ODA trends.

Learning Elements:

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

- Demonstrate a good understanding on how to build and maintain relations with donor countries in a multi-cultural setting.
- Demonstrate ability to effectively work in matrixed environments.
- Analyse ODA trends.
- Prepare briefing, meeting reports and high-level correspondence.
- Demonstrate a thorough knowledge of the HIV/AIDS pandemic and its implications and UNAIDS relationships with major bi-lateral and multi-lateral partners.

6. Linkages with other units

Internal: Governance Team.

Purpose: Engage UNAIDS focal points based at relevant Missions to the UN in Geneva in a matrixed and coordinated manner.

Internal: Programme Branch, RSTs and country offices.

Purpose: Provide briefing notes and intelligence to facilitate engagements with diplomats and other senior officials on fundraising-related issues.

Internal: Maintain effective communication with the Executive Office to ensure effective and timely coordination and to promote attainment of common objectives.

Purpose: Provide policy and strategy support including briefings and intelligence.

Internal: Work with Planning, Finance and Accountability department to ensure appropriate communication of funding requirements to donors as well as donors' understanding of UNAIDS resource management.

Purpose: Support the development of donor-specific value propositions and ensure a better understanding UNAIDS' funding model.

External: Liaise with government donors, foundations, and civil society.

Purpose: Advocacy and fundraising possibilities for core funding.

7. Post requirements: Knowledge and Experience

EDUCATION

Master's degree in international relations, social and/or political science, public administration/management, or in similar fields.

EXPERIENCE

Essential: At least two years of relevant work experience, preferably in the field of donor relations and/or resource mobilization, for a bilateral or multilateral development organization.

Desirable: Experience in with emphasis on writing donor reports. Relevant UN System experience.

LANGUAGES

Essential: Advanced level of English.

Desirable: Working knowledge of any other UN language an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE AND SKILLS

Demonstrated understanding of the mandate and operations of UNAIDS Secretariat, Cosponsors and key partners;

Knowledge of the principles, practices, tools and techniques of fundraising and partnerships;

A good knowledge of donor organizations and issues relating to donor funding;

Good proposal writing skills, knowledge of the multisectoral dimensions of AIDS and of global development issues;

Strong analytical and writing abilities.

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. 2023-1-16 auf dem Bewerbungsbogen
Alle Informationen finden Sie unter www.bfio.de**