



Joint United Nations Programme on HIV/AIDS - UNAIDS

Junior Professional Officer Programme (JPO)

1. General Information

Title:	Junior Professional Officer
Organization:	UNAIDS – Joint United Nations Programme on HIV/AIDS
Unit:	Planning, Finance and Accountability Department (PFA)
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. Mandate of the Department/Division

Within the Management and Governance Branch, the Planning, Finance and Accountability Department is responsible for coordinating UNAIDS workplanning and resource allocation at all levels, monitoring the implementation of workplans and budgets and ensuring accountability of UNAIDS Cosponsors and the Secretariat. The Department is responsible for developing and maintaining financial policies, infrastructure and services, ensuring smooth operations, risk management, compliance with financial regulations and rules, financial integrity and coherence in programmatic delivery.

The Planning, Finance and Accountability Department (PFA) works with and provides support to other departments, liaison offices, regional support teams and country offices

as well as the Cosponsors to ensure effective management of resources and achievement of progress against the goals and targets of the UN High Level Political Declaration on AIDS and the UNAIDS Strategy for 2016-2021.

Within PFA, the Resource Planning and Management division coordinates programme planning and ensures accountability of the Cosponsors and Secretariat at country, regional and headquarters level. It assures value for money and provides leadership and advice on all aspects related to the development, performance monitoring, review and reporting of the Unified Budget, Results and Accountability Framework (UBRAF), in support of UN system efforts in countries to strengthen the national AIDS response.

3. Supervision

Title of Supervisor: Senior Planning and Monitoring Adviser

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)
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in Unit/Team/Office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of the yearly Performance Evaluation Report
- If more than one supervisor; clear agreement of the roles and responsibilities between the relevant parties

4. Key responsibilities

Under the overall guidance of the Director of Planning, Finance and Accountability and supervision of the Senior Planning and Monitoring Adviser, the incumbent performs the following functions:

- Provides support to the planning, implementation and reporting to operationalize the UNAIDS Strategy through the Unified Budget, Results and Accountability Framework (UBRAF);
- Collects and analyses workplan and budget implementation, achievements and challenges, and presents information in different formats, including the International Aid Transparency Initiative (IATI) standard;
- Provides support in the management and maintenance of tools such as the Joint Programme Monitoring System (JPMS) as well as Enterprise Resource Planning (ERP) to improve reporting and accountability;
- Assists in the analysis of existing and emerging business intelligence needs, data sources and monitoring tools and contributes to the identification of technological solutions, enhancement of existing tools and design of new systems;
- Extracts and maintains online content for UNAIDS web portal and social media and produces user friendly information, infographics and pull-down posters (kakemonos) to complement annual performance monitoring and reporting;
- Prepares and presents guidance and information for the formulation, review and refinement of indicators, markers, baselines and targets;
- Provides support to HQ units, Liaison Offices, Regional Support Teams, Country Offices and Cosponsors on planning, performance monitoring, and reporting;
- Provides support to the review of the implementation of the Joint UN Plans on AIDS of the country Joint UN Teams on AIDS and the annual allocation of the country envelope funds.
- Performs other related duties as assigned, including administrative and financial monitoring support, and replacing and backstopping for others within the department.

Learning Elements:

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

- Fully understand the HIV-related mission, objectives and operations of UNAIDS and its Cosponsors;
- Understand the changes being implemented as part of the UN reform agenda
- Demonstrate understanding of the 2030 Agenda for Sustainable Development framework
- Demonstrate understanding of the global HIV epidemic and response with ability to reference country and regional level examples;
- Demonstrate proficiency on issues relating to planning, monitoring and reporting to operationalize the UNAIDS Strategy through the Unified Budget, Results and Accountability Framework;
- Demonstrate understanding on issues relating to organisational accountability of the Cosponsors and Secretariat at country, regional and headquarters level;

- Demonstrate competence in implementing, and maintaining organisational planning and reporting tools;
- Demonstrate proficiency in maintaining online content, (web portal and social media) and producing user friendly information;
- Demonstrate competency in providing guidance and support to HQ units, Liaison Offices, Regional Support Teams, Country Offices and Cosponsors on planning, performance monitoring, and reporting.

5. Linkages

Internal	Purpose
Staff at all levels within the Department	To discuss work needs, exchange information and ensure mutual understanding and teamwork.
Staff in Department of Technology Innovation	To collaborate on the design, delivery or maintenance of existing and future ICT tools
Staff at all levels throughout UNAIDS including HQ, RSTs, UCOs and LOs	To promote effective collaboration, discuss work needs and recommend actions.
External	Purpose
Cosponsors and other UN agencies	To explain reporting and monitoring requirements to enhance transparency and accountability.

6. Post requirements: Knowledge and Experience

EDUCATION

Master's degree in public or business administration, economics, social sciences, public health or information management and communications.

EXPERIENCE

Essential: Two years of work experience in the field of international development, planning, monitoring, evaluation, database management, IT, web development and web content management, including social media.

Desirable: Experience in effective use of information and communication technology, including social media.

LANGUAGES

Essential: Advanced knowledge of English.

Desirable: Knowledge of French

FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

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

Knowledge of the theory, principles, practices, tools and techniques of planning, performance monitoring, evaluation and reporting.

Strong analytical and writing abilities.

Knowledge of IT technologies and software applications, particularly web content management systems, including social media, web development (HTML and XML) and information and database management systems.

Good understanding of AIDS within the context of social development, economics and global financing of HIV and AIDS.

Basic knowledge of the IATI Standard (methodology).

7. UNAIDS Values

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

8. Core competencies

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

9. 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)**

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