

# JOB PROFILE

**Title:** Programme Officer (JPO)  
**Grade:** P2 (In accordance with Agreement between Donor Country and UNAIDS)  
**Division/Unit:** External Relations Department (EDR)  
**Location:** Geneva, Switzerland (HQ)  
**Duration of assignment:** 2 years with possibility of extension

## Mandate of the Department/Division

The External Relations Department leads efforts to mobilise resources for the Joint Programme and advocates for and builds strategic partnerships with governments, intergovernmental and regional bodies, parliamentarians and other policy makers, academic institutions and experts, corporations, philanthropies, foundations and other donors, including individual donors, to support the overall AIDS response and the specific goals of UNAIDS.

The department is responsible for managing key partnerships with funding mechanisms including the World Bank, UNITAID and regional Banks. It supports collaboration with partners such as Global Fund, PEPFAR, BRICS, the AU and Cosponsors and leads the work of the Organization in engaging external partners towards sustainable responses to AIDS and global health in the SDG era.

## Supervision

**Name of Supervisor:** TBC

**Title of Supervisor:** Senior Adviser, External Relations Department

**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 the yearly Performance Evaluation Reports.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.

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- 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.
- Contributing to an enriching learning experience, the HR Management Department organizes regular calls with JPOs (individually and/or as a group), which allow establishing a community of practice and networking opportunities outside the office of assignment. Specific emphasis is set on mentoring and supporting first-year JPOs.

## Key responsibilities

Under the overall guidance of the Senior Adviser External Relations, the incumbent will be responsible for carrying out the following tasks:

- Oversee and coordinate UNAIDS' reporting requirements through interaction and communication with departments and units in UNAIDS at country, RST and HQ levels; and ensure quality reports are written and produced and provided to the donor in due time, focusing on maintaining relationships and projecting the image of a credible and reliable partner.
- Maintain a calendar of donor reports required and assist the External Relations officers in collecting and presenting reports to donors in an innovative and persuasive manner.
- Establish regular interactions with UNAIDS staff to obtain information about UNAIDS activities that can be highlighted to donors.
- Help staff in department in creating donor pitches and other relevant communication material to support dissemination of UNAIDS activities to key donors and stakeholders to aid resource mobilization.
- Coordinate and prepare briefing documents for the Executive Office and other UNAIDS Departments as well as outgoing missions by UNAIDS staff to donor capitals and incoming donor missions to UNAIDS.
- Research on ODA geopolitical 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.
- Analyse development trends of donors.
- 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.

## Linkages with other units

Internal	Purpose
▪ Programme Branch, RSTs and country offices.	Develop programme and fast-track implementation related fund-raising proposals.

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<ul style="list-style-type: none"> <li>▪ Maintain effective communication with the Executive Office to ensure effective and timely coordination and to promote attainment of common objectives.</li> </ul>	Provide policy and strategy support including briefings.
<ul style="list-style-type: none"> <li>▪ 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.</li> </ul>	Ensuring that funding proposal and grant agreements are compliant with UNAIDS rules and procedures.

External	Purpose
Liaise with donors, foundation, civil society and the private sector.	Fundraising possibilities for programme areas.

### Post requirements: knowledge and experience

#### EDUCATION

Essential: Advanced university 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 with emphasis on writing donor reports.

Desirable: Relevant UN System experience.

#### LANGUAGES

Essential: advanced level of English.

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

#### FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

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

Knowledge of the principles, practices, tools and techniques 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.

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## UNAIDS Values

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

## Core competencies

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

## Managerial competencies

1. Exercising sound judgement
2. Building relationships and Networks

**7. Certified as an accurate description of the work assigned (and performed if the position is occupied):**

**1<sup>st</sup> Level Supervisor**

Name:

Senior Adviser, External Relations

Signature:

Date

**2<sup>nd</sup> Level Supervisor**

Name:

Director, External Relations

Signature:

Date