

Job Profile

1. Key responsibilities:

Under the direct supervision of the UNAIDS Country Coordinator (UCC) and the overall guidance of the UN Theme Group Chairperson in Guatemala the incumbent will:

- Assist UCC in his efforts to promote joint work of UNAIDS cosponsors and to strengthen Expanded Theme Group operations.
- Assist UCC in his support to the National AIDS Programme and relevant agencies in developing and implementing HIV/AIDS related activities.
- Assist UCC in his role to facilitate relations of the Expanded Theme Group in disseminating strategic information on a broad range of HIV/AIDS issues, particularly to national partners.
- Assist UCC in his efforts related fundraising and seeking the collaboration of bilateral and non-traditional civil society donors.
- Facilitate technical support in implementation, monitoring and evaluation of the projects funded or/and shared by UNAIDS and cosponsors.
- Provide support to UNAIDS in selection and recording the best practices.
- Facilitate and support the participation of People Living with HIV/AIDS (PLWHA) and affected communities in the national programme and the expanded response.
- Develop working relationships with local NGOs and other national and international partners.
- Provide necessary administrative support related to the activities of UNAIDS.

Learning Elements:

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

- *Demonstrate a thorough understanding of the HIV/AIDS missions, objectives and operations of UNAIDS and its ten cosponsors (UNHCR, UNDP, WFP, UNODC, ILO, UNICEF, UNESCO, UNFPA, WHO and the World Bank).*
- *Demonstrate a good understanding on building and maintaining partnerships at national and regional level.*
- *Follow up discussions on technical issues on HIV/AIDS with counterparts in order to help promoting HIV/AIDS policies and programs in the region.*
- *Appraise and formulate projects addressing HIV/AIDS issues.*
- *Negotiate HIV/AIDS project ideas, execution modalities and co-financing schemes with a variety of partners including bilateral, governmental and private sector organizations.*
- *Demonstrate a thorough knowledge of the HIV/AIDS pandemic and its implications*

2. Linkages with other Units, and inter-tasks:

Title & level

a) Inside the Programme

Staff of technical and administrative units in the UNAIDS Inter-country Team, and in UNAIDS, Geneva.

Purpose

To request and provide information; enlist support/funds/expertise; identify research and development needs.

UNAIDS staff in various countries.

Exchange/share experiences and views; develop collaboration - linkages between different national efforts and organizations

**b) Outside the Programme
Title and level**

Chairperson of Theme Group and
Theme Group members.

To provide assistance and support in their coordinating role; to assist in planning and administering funds entrusted.

National AIDS Programme.

To participate in strategy development for planning, implementing and evaluation of activities; assist in advocacy and fund raising activities.

Officials of UN agencies, donors, NGOs.

To facilitate/promote collaborative efforts and exchange of information.

3. Post requirements:

a) Knowledge and experience:

- Knowledge of the HIV/AIDS epidemic globally and its implications.
- Understanding of the UN system of organizations and their delivery mechanisms.
- Two to three years experience in administration and operation of public or private sector programmes at the national or international levels, experience in strategic planning and loan negotiations is desirable.
- Excellent knowledge of Spanish and good working knowledge of English.

b) Professional competencies:

University degree in development economics, social or physical sciences, public health, public administration, management or similar academic preparation.

c) Managerial competencies:

Capacity to plan, manage, and evaluate technical development cooperation programmes.
Strong ability to analyze and synthesize.

d) Personal attributes:

Excellent interpersonal, communication and negotiating skills to facilitate the coordination and participation of various collaborators. Sensitivity to political, cultural and national differences and adaptability to multicultural environments.