



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>HIV and AIDS Sub-regional Officer</b>
<b>Duty Station:</b>	<b>Kingston, Jamaica</b>
<b>Grade (Classified)</b>	<b>SB-5</b>
<b>Contract Type</b>	<b>Service Contract</b>
<b>Post Type</b>	<input type="checkbox"/> <b>Rotational</b> <input checked="" type="checkbox"/> <b>Non-Rotational</b>

### 1. Organizational Location

The HIV and AIDS Sub-Regional Officer post is located in Kingston and is under the overall supervision of the Sub-regional Director. S/He will report directly to the ASRH Technical Advisor and will provide technical advice at the sub-regional level on the area of HIV and AIDS. The Officer will work in an integrated manner with other technical and programme staff in the SRO and LACRO, as well as the Liaison Officers in the Liaison Offices.

### 2. Job Purpose

The HIV and AIDS Sub-Regional Officer provides strategic technical and programmatic leadership for the sub-region in the area of Integrated SRH HIV programming to ensure that the Caribbean SRO and country branches remain abreast of the Fund's policy and programme policies as well as current thinking, resource mobilization opportunities and academic advances in HIV affecting the ICPD Programme of Action. S/He maintains primary responsibility for coordination and the provision of programme support to the countries of the region in the area of HIV and AIDS, providing technical and monitoring support on the coordination of the SROCs efforts on Resource Mobilization to address funding gaps for our Integrated SRH and HIV programmes. The Incumbent will foster partnerships and develop advocacy platforms with regional stakeholders including the UN, Academia and the private sector. S/He will formulate and promote fundraising and partnership proposals that will allow the SRO to address funding gaps and assist in upholding human rights-based approaches in ensuring universal access to SRH including family planning, HIV prevention and sexual violence prevention among the most vulnerable.

S/He analyses specific Sub regional trends and contributes to strategic action in response of these, contributing to the monitoring of UNFPA substantive areas being firmly placed within national development frameworks and programmes, including the achievement of the SDGs.

Responsibilities of the HIV/SRO Officer include: to support the implementation of the UNFPA strategic plan in the region; to identify new and emerging needs and new delivery modalities for guidance and support, to develop and maintain technical partnerships in the region; to support the work of the 5 Liaison Offices and the Jamaica Office, within the sub-region, to support the implementation of HIV and AIDS related activities and initiatives, to ensure that technical knowledge is updated, generated, collected and disseminated for effective technical, capacity building and policy dialogue; to coordinate in collaboration with key partners, UN and donor agencies, the development and implementation of agreed strategies and plans for resource mobilization for the implementation of integrated SRH/HIV programmes.

In all activities, s/he works within an inter-disciplinary team providing integrated programme support and facilitating the provision of technical support to the sub region. S/He also liaises with other units such as the Programme and Technical Divisions and the UNFPA Technical Network, ensuring the timeliness, adequacy, relevance and quality of technical support to UNFPA operations in the area of HIV.

### **3. Major Activities/Expected Results**

#### **A. Strategic technical development, monitoring and oversight**

- Provide programme leadership, management advice and strategic support and guidance to the region, in the area of HIV, including for emergency preparedness, humanitarian assistance, recovery and transition in collaboration with technical and programme staff in the SRO;
- Identify and provide analytical based advice on HIV, on UNFPA's comparative substantive role and specific contribution in the changing development agenda, and participate in policy dialogue;
- Contribute to the development and implementation of an integrated strategy for the deliver technical assistance and programme support in the sub region;
- Provide support to implementation of the HIV sub regional programme grounded in sound substantive bases and responsive to sub regional and countries' priorities;
- Contribute to the substantive elaboration of UNFPA Strategic Plan and to its implementation in the region;
- Contribute to the development, implementation and monitoring of sub regional strategies on HIV and AIDS;
- Identify and analyze trends, threats and risks in the thematic area of work that may affect the ICPD agenda and UNFPA's work within the region;
- Scan the environment in the sub-region to identify tendencies in the area of expertise, and ensure that they are appropriately addressed;
- Identify requirements for and contribute to the development of new or updated policies, positioning frameworks, guidance, standards, instruments and tools;

- Participate in the UNFPA technical network in the substantive area, maintaining communication and feedback loops on all substantive work; and
- Coach other HIV officers in the sub region and facilitate working groups and task teams.

#### **B. Quality control of technical support and capacity development**

- Advise the SRO and the Liaison Offices on the implementation and proper application of UNFPA policies, strategies, guidelines and tools on substantive matters in the region, ensuring consistency and coherence in addressing priorities for UNFPA;
- Ensure that state-of-the-art thinking and research is integrated within the work of the sub-regional office and partnership networks;
- Review products of technical support at key stages of UNFPA, UN, and national development planning exercises.
- Analyze technical and programmatic and substantive reports from the field and recommend required follow-up actions;
- Organize or contribute to regional and inter-country training activities for capacity development of the SRO, sub-regional and national counterparts;
- Support the regional adaptation of training materials, manuals and tools in the substantive area and ensure their availability and promote their use for capacity development;
- Contribute to the development and implementation of a sub-regional technical delivery strategy to strengthen capacities in the sub region;
- Support the development of sub regional institutional capacities for delivering high-quality technical support in select areas of UNFPA's mandate;
- Monitor the quality of the technical support received at the country level, in the area of expertise, for effective policy dialogue and programming;
- Initiate, develop, strengthen and monitor substantive and intellectual regional partnerships in the substantive area, including for South-South technical support to countries and for the implementation of the sub regional programme;
- Contribute to providing guidance to the Liaison Offices to include South-South cooperation in the development of Country Programmes; and
- Liaise with respective counterparts in Region, TD and PD to identify and support opportunities for South-South cooperation for the sub region.

#### **C. Evidence and knowledge development and dissemination**

- Play a key role in building up and monitoring the knowledge platform (fusion) in his/her areas of expertise and competency;
- Contribute to developing a mechanism to share technical skills and knowledge within and among countries in the area of expertise;
- Facilitate and help maintain and make accessible data bases on best practices, partnerships and consultant rosters and help ensure their accessibility;

- Collect, analyze and synthesize information/data and experience on programme priorities to be used in sub regional advocacy and for resource mobilization;
- Analyze and synthesize substantive trends, emerging needs and research findings in the region in order to produce new technical knowledge;
- Prepare white papers, briefing and materials for evidence-based policy dialogues;
- Disseminate and promote the use of state-of-the-art technical knowledge, evidence, lessons learned, and success stories and ensure their use to improve the effectiveness of UNFPA operations;
- Contribute to the advocacy efforts to advance the ICPD agenda and the attainment of SDG targets and indicators at the regional level.

#### **D. Management and coordination of knowledge networks**

- Coordinate overall provision of technical support to the Liaison Offices in the sub region in the area of HIV and AIDS and integrated SRH;
- Identify sources of technical knowledge among institutions and consultants.
- Develop and co-ordinate the substantive elements of partnerships and collaboration in the area of responsibility, with other UN agencies and the UNAIDS Secretariat, including in the context of the UNDG, particularly with the sub-regional technical arms of these agencies and organizations, as well as with other sub-regional institutions (PANCAP, CARICOM);

#### **E. Technical representation**

- Represent UNFPA SRO on HIV and AIDS issues in the sub region and elaborate on UNFPA's regional and global perspectives in the area of expertise;
- Participate in policy dialogue, and advocate for substantive issues in international, inter-governmental, UN and other policy and technical meetings.
- Collaborate on substantive issues with UN agencies, UNAIDS Secretariat, academia, research and training institutions, and professional societies in the region; and
- Act as focal point for inter-agency working group on HIV/AIDS as required.
- Carry out any other duties as may be requested by the Office of the Sub-Regional Director.

#### **4. Work Relations**

External partners include UN agencies and programme countries; sub regional and international organizations and counterparts on substantive issues including, Government organizations, NGOs, community-based organizations and peer-organizations of vulnerable communities, academia, and research institutions, professional associations, and international experts; Donor institutions including the private sector; in developing a wider network of technical experts and institutions in the region to provide technical support to countries;

Internal partners include Regional and sub-regional programme and technical staff, UNFPA Liaison Offices and technical staff, Programme and Technical Divisions; and the UNFPA technical network, in ensuring integrated programme and technical support in line with the needs of countries.

## 5. Job Requirements

### Education:

Master Degree in public health, medicine, sociology, demography, gender, economics, international relations, international development, public administration, management or other field directly related to the substantive area identified in the title of the post.

### Knowledge and Experience

- 6 years of increasingly responsible professional experience within the Caribbean in HIV and AIDS and programme management;
- Technical leadership, and proven ability to produce demonstrable results;
- Strong verbal and written communications skills in English;
- Demonstrated ability to network within the academic and development community;
- In-depth knowledge of and experience working with national and regional agencies supporting integrated SRH programmes.
- Experience mobilizing key national and regional stakeholders around resource mobilization initiatives; and
- Familiarity with management and monitoring tools is desirable;

### Required Competencies:

i) Core Competencies: See the Diagram Below



**ii) Functional Competencies**

- Developing and implementing conceptually innovative approaches to the provision of technical expertise and conceptual innovation;
- Leveraging the resources of national governments and partners, and building strategic alliances and partnerships - building strategic partnerships;
- Job knowledge /technical expertise - expert knowledge of own discipline;
- Adaptation and application of knowledge /innovations in different contexts; and
- Integration in a multidisciplinary environment.

**Languages:** Fluency in English is required, fluency in Spanish will be a plus. Knowledge of local sub-regional dialects (Patois, Creole, Bajan, etc) will be a plus

**Other Desirable Skills:**

Initiative, strong conceptual abilities, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.