



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Adolescent Health and HIV Specialist**
Supervisor Title/ Level: **Chief of Health and HIV (P-4), 90183**
Organizational Unit: **Programme, Health and HIV**
Post Location: **Lusaka, Zambia Country Office**

Job Level: **Level 3**
Job Profile No.: **ZAM23005**
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic, and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education, and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

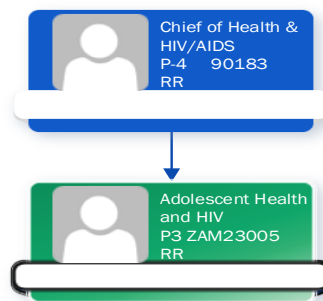
UNICEF's mandates to promote/improve adolescents' health, well-being, development, and participation ensure that neither age, poverty, gender inequality, nor social exclusion determine access to Adolescent Sexual, Reproductive Health (ASRH) services, including life-saving HIV prevention, treatment, and care, as well as to address other key health-related challenges the adolescents face such as substance abuse, and mental health. UNICEF and its partners' responses ensure all adolescents have access to information and adolescent-friendly health services to protect them from the adolescent pregnancies, mental health disorder, and exposure to substance abuse, and sexually transmitted infections (STIs), including HIV through a multi-sectoral approach; and the adolescents living with STIs/HIV have access to treatment, care and support they need to remain alive and healthy. This is aligned with UNICEF's vision of an *AIDS-free generation* starting with their 1st decade of life.

Strategic Office context:

UNICEF Zambia Country Programme (2023-2027) is aligned with the Government Republic of Zambia's (GRZ) Vision 2030 and Eighth National Development Plan (8NDP), and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023–2027. The programme supports GRZ to provide all children, including adolescents, with opportunities to fulfil their rights and develop to their full potential. The country programme is guided by the principles of children's rights, equity, gender equality, inclusion, and resilience, and supports evidence-based, integrated, and innovative programming. The country programme focuses on sectoral programming for health

and HIV/AIDS; nutrition; quality learning and skills development; child protection; climate-resilient water, sanitation, and hygiene; and social policy, while also addresses the cross-cutting issues such as early childhood development (ECD) and adolescent development and participation. The country programme coordinates cross-cutting support, including planning, monitoring, evaluation, and reporting; cross-sectoral approaches like social and behaviour change (SBC); communication and advocacy; resource mobilization and partnerships; gender- and disability-sensitive programming; and operational support. The programme is based on 'leaving no-one behind', realizing 'rights for all children and adolescents in Zambia'.

The Health and HIV programme supports the UNSDCF outcome on people, aimed at ensuring that women, new-borns, children, and adolescents, especially those from vulnerable groups, utilize quality, comprehensive, gender-, age- and shock-responsive health and HIV services and benefit from nurturing practices and essential supplies. The Adolescent Health and HIV component of the programme aimed at building government's capacity to expand programmes to address health challenges faced by the adolescents, like adolescent pregnancies, Sexually Transmitted Infections (STIs) including HIV, substance abuse and mental health, access to adolescent-friendly sexual and reproductive health services, including by promoting their participation in the design of these services. The Adolescent Health and HIV Specialist will manage and coordinate UNICEF's support and delivery of an integrated effort at achieving STIs/HIV-free, healthy, and productive adolescents, ensuring that there is support available for all adolescents, especially, adolescent girls and young women (AGYW) living with STIs/HIV, their children, and partners.



Purpose for the job:

The Adolescent Health and HIV Specialist (P-3) reports to the **Chief of Health and HIV (P-4)** for guidance and general supervision. The Specialist supports conceptualisation, design, development and preparation of the Adolescent Health and HIV programmes and is responsible for managing, implementing, monitoring, evaluating, and reporting of the progresses and achievements of the programmes.

The Adolescent Health and HIV Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration and achievement of concrete and sustainable results according to plans, allocation, results-based management (RBM) approaches and methodology and UNICEF's Strategic Plans, standards of performance and accountability framework.

III. Key function, accountabilities, and related duties/tasks

Summary of key functions/accountabilities:

1. Support to programmes/projects development and planning

<p>2. Programme management, monitoring, and delivery of results</p> <p>3. Technical and operational support to programme implementation</p> <p>4. Networking and partnership building</p> <p>5. Innovation, knowledge management and capacity building</p>
<p>1. Support to programme/project development and planning</p> <ul style="list-style-type: none"> Contribute to/support the preparation/design and conduct/update of situation analysis and assessments on adolescent health and HIV related issues to ensure that comprehensive, relevant, and evidence-based data are collected to guide country office on adolescent health and HIV programming, monitoring, and delivery of programme/project services. Participate in strategic programme discussion to provide input and operational support to the development of an integrated adolescent health and HIV programme (within the country programme). Formulate, design, and prepare adolescent health and HIV programmes/projects proposal, ensuring alignment with the overall UNICEF's Strategic Plans and Country Programme and coherence/integration with UNSDCF, regional strategies and national priorities, plans and competencies. Establish specific goals, objectives and strategies and implementation plans using results-based planning terminology and methodology (RBM). Prepare adolescent health and HIV programme documentation for Country Office Programme recommendation ensuring alignment with the overall UNICEF's Strategic Plans, regional strategies, and national priorities, plans and competencies. Work closely and collaboratively with internal and external colleagues and partners to provide technical and operational support to programme planning, management, and implementation and to ensure synergy, integration, coherence, and harmonization of HIV programmes/projects within the country programme, donors' development strategies/policies, country level national priorities/competencies and UN system development interventions/initiatives.
<p>2. Programme management, monitoring, and delivery of results</p> <ul style="list-style-type: none"> Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators and other UNICEF/UN system indicators and measurement to assess/strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the assigned sector/s in adolescent health and HIV programmes. Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess progress and to determine required action/interventions to achieve results. Prepare/assess monitoring and evaluation reports to identify gaps, strengths/weaknesses in programme and management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals. Actively monitor programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks and potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution. Monitor and verify the optimum/appropriate use of sector/s programme resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity and ensuring timely reporting and liquidation of resources. Prepare regular/mandated programme/project reports for management, donors, and partners to keep them informed of programme progress.
<p>3. Technical and operational support to programme implementation</p> <ul style="list-style-type: none"> Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on UNICEF policies, strategies, processes and best practices and approaches on HIV related issues to support programme development planning, management, implementation, and delivery of results. Participate in programme strategic discussions/planning to contribute to policy discussions and

agenda setting to promote adolescent health and HIV interventions especially in the areas of gender inequality, social inclusion, human rights, and humanitarian situations to ensure that at risks and vulnerable population are fully covered in times of greatest needs.

- Draft policy papers, briefs and other strategic programme materials for management use, information and/or consideration.

4. Networking and partnership building

- Build and sustain effective close working partnerships with relevant sector government counterparts, national stakeholders and global partners/allies/donors/academia through active networking and advocacy to exchange knowledge/expertise, leverage resources/action, build alliances and engage participation of communities in programme design, delivery, and demand creation.
- Prepare communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and enhance resource mobilization for UNICEF adolescent health and HIV programmes/projects.
- Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on HIV and related issues to collaborate with inter-agency partners/colleagues on UNDAF planning and preparation of adolescent health and HIV programmes/projects ensuring organizational position, interests and priorities are fully considered and integrated in the UNSDCF process in development planning and agenda setting.

5. Innovation, knowledge management and capacity building

- Apply/introduce innovative approaches and good practice to build the capacity of partners and stakeholders and to support the implementation and delivery of concrete and sustainable programme results.
- Keep abreast, research, benchmark and implement best and cutting-edge practices in adolescent health and HIV management and information systems. Institutionalize and share best practices and knowledge learned.
- Organize and implement capacity building initiatives to enhance the competencies of clients/stakeholders to promote sustainable results in adolescent health and HIV related programmes/projects.

IV. Impact of Results

The effective planning and formulation of adolescent health and HIV programmes/projects and the achievement of sustainable results (outcomes), contribute to accelerating UNICEF and national development efforts to improve ASRH, promote adolescent development and participation, and also contribute to eliminate new HIV infections among children and to provide life-saving protection, care and support to adolescents and their families affected by AIDS that in turn contribute to achieving UNICEF's vision, commitment and goal to an AIDS-free generation that starts with children and the "Three Zeros" – zero new infection, zero deaths and zero discrimination.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

VI. Recruitment Qualifications

Education:	An Advanced University Degree in public health, paediatric health, family health, health research, global/international health, health policy and/or management, health education, epidemiology or other health related sciences is required.
Experience:	A minimum of 5 years of professional experience in public health and HIV/AIDS planning and management and/or in relevant areas of health care, health emergency/humanitarian preparedness, at the international level some of which preferably in a developing country is required. Relevant experience in ASRH programme/project development and management in any UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.