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| **I. Post Information** |
| Job Title: **Health Officer (HIV/AIDS), NO2, Post#** **126628**Supervisor Title/ Level: **HIV/AIDS PMCT Specialist NO-3, Post#** **62948**Organizational Unit: **Programme**Post Location: **N’Djamena, Chad** | Job Level: **Level 2**Job Profile No.: CCOG Code: **1I03s**Functional Code: **HIV**Job Classification Level: NO2 |

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| 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 favoritism. 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 fulfill 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 HIV response for children must ensure that neither age, poverty, gender inequality, nor social exclusion determine access to life saving HIV prevention, treatment and care. UNICEF and its partners’ responses ensure all children are born free of HIV, and remain HIV-free for the first two decades of life, from birth through adolescence. It means that all children living with HIV have access to the treatment, care and support they need to remain alive and healthy. This is UNICEF’s vision of an *AIDS-free generation*starting with children. Ending AIDS among children is vital to ending the AIDS epidemic as a public health threat by 2030 – the overarching goal of the Joint United Nations Programme on HIV/AIDS (UNAIDS) of which UNICEF is a cofounding partner. **Job organizational context**: The Health Officer (HIV/AIDS) GJP is to be used in a Country Office (CO) and where the HIV Programme is a component of the Country Programme (or UNDAF). The HIV/AIDS Officer reports to the HIV/AIDS PMCT Specialist NO-3.**Purpose for the job:** The Health Officer (HIV/AIDS)reportsto HIV/AIDS PMCT Specialist NO-3 for supervision. The Officer provides professional technical, operational and administrative assistance throughout the programming process for the HIV programmes/projects within the Country Programme from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting of results. |

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| III. Key function, accountabilities and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. **Support to programme development and planning**
2. **Programme management, monitoring and delivery of results**
3. **Technical and operational support to programme implementation**
4. **Networking and partnership building**
5. **Innovation, knowledge management and capacity building**
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| 1. **Support to programme development and planning**
* Conduct/update situation analysis for the the HIV Point-of care and data management for development, design and management of HIV related programmes/projects. Research and report on development trends (e.g. political social, economic, HIV/AIDS) for higher management use to enhance programme development planning, management, efficacy and delivery of results.
* Contribute to the development/establishment of HIV Point-of-care and data management goals, objectives and strategies and results-based planning through analysis of HIV needs and areas for intervention and submission of recommendations for priority and goal setting.
* Provide technical and operational support throughout all stages of HIV Point-of-care and data management programming processes by executing/administering a variety of technical programme transactions, preparing materials/documentations and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluating results.
* Prepare required documentations/materials to facilitate the HIV point-of -care and data management review and approval process.
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| 1. **Programme implementation, monitoring and delivery of results**
* Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
* Parameterize and install new POC equipment, and continuously train laboratory technicians in the use and maintenance of GeneXpert machines in the health facilities where they are installed.
* Network the GeneXpert machines at the various screening sites for real-time reporting of results.
* Ensure the maximization of the blood sample collection circuit for DBS from peripheral health centers to POC sites and the return of results.
* Support partners in developing supply plans for ARVs and other PMTCT products and pediatric HIV care.
* Contribute to the implementation of the PMTCT supply plan in partnership with the PMTCT National programme and the National AIDS Control Council (CNLS) throughout the implementation zones.
* Strengthen the capacities of Pharmacies provincial d’Approvisionnement (PPA) managers and providers in the management of ARVs and other HIV products to avoid stock-outs and expiries.
* Update on a regular basis, the paediatric data related to children aged 0-14, adolescent girls aged 15-19 and young people aged 20-24 on ART.
* Support the decentralization process POC equipment for early diagnosis of HIV in exposed children (6 weeks to 12 months).
* Ensure regular follow-up and monitoring of GeneXpert devices and supplies.
* Contribute to building the capacity of providers in terms of child screening and routing, sample recording and results reporting.
* Collaborate with the Supply Unit in the daily planning, management and reporting of inputs.
* Participate in monitoring and evaluation exercises, programme reviews and annual reviews with government and other counterparts to assess HIV point-of-care and to report on required action/interventions at the higher level of programme management.
* Monitor and report on the use of HIV Point-of-care programme resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
* Prepare regular/mandated HIV programme/project reports for management, donors and partners to keep them informed of programme progress.
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| 1. **Technical and operational support to programme implementation**
* Conduct regular programme field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
* Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on HIV related issues to support programme implementation, operations and delivery of results.
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| 1. **Networking and partnership building**
* Build and sustain effective close working partnerships with relevant sector government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve programme goals.
* Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and enhance resource mobilization for UNICEF HIV programmes/projects.
* Participate in appropriate inter-agency (UNCT) meetings/events on programming to collaborate with inter-agency partners/colleagues on UNDAF operational planning and preparation of HIV programmes/projects and to integrate and harmonize UNICEF position and strategies with the UNDAF development and planning process.
* Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
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| 1. **Innovation, knowledge management and capacity building**
* Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
* Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable programme results.
* Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
* Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
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| IV. Impact of Results  |
| The efficiency and efficacy of support provided by the Officer to programme preparation and planning and implementation of HIV/AIDS point-of-care contribute to accelerating UNICEF and national development efforts to eliminate new HIV infections among children and to provide life-saving protection, care and support to children 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. |

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| **V. UNICEF values and competency Required (based on the updated Framework)** |
| **i) Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability

**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)

or**Core Competencies (For Staff without Supervisory Responsibilities) \**** Demonstrates Self Awareness and Ethical Awareness (1)
* Works Collaboratively with others (1)
* Builds and Maintains Partnerships (1)
* Innovates and Embraces Change (1)
* Thinks and Acts Strategically (1)
* Drive to achieve impactful results (1)
* Manages ambiguity and complexity (1)

**\***The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others. |

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| **VI. Recruitment Qualifications** |
| Education: | An University Degree in public health, pediatric health, family health, health research, biology, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology or other health related sciences is required |
| Experience: | A minimum of 2 years of professional experience in HIV/AIDS planning and management and/or in relevant areas of health care, health/emergency preparedness at the international level and/or in a developing country is required. Experience in HIV/AIDS programme/project development in UN system agency or organization is an asset. |
| Language Requirements: | Fluency in French is required. Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset. |

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| **VII. Signatures- Job Description Certification** |
| Name: Signature Date |
| Title: (Supervisor)Name: Signature Date |
| Title: Representative |