TERMS OF REFERENCE FOR TRMPORARY APPOINTMENT[1]

Position: HIV/AIDS Officer (Adolescent), NO2, 364 days, Lusaka

Purpose:

Under the supervision of the HIV/AIDS Manager, the incumbent will ensure that he/she provides technical support to the planning, implementation, monitoring, evaluation and documentation of the HIV programme output focusing on adolescent health and reducing HIV prevention among adolescents.

Responsibilities and Tasks:

1. **Support to Adolescent health and HIV/AIDS programme development and planning**

   - Conduct and update situation analysis of adolescent health disease burden and response as it relates to responsive programming to address the needs of adolescents and young people.
   - Contribute to the development of sectoral programme goals, objectives and strategies pertaining to adolescent health and HIV programmes.
   - Provide technical support towards strengthening cross-sectoral programming for adolescents within UNICEF and wider Government systems
   - Prepare required documentations/materials to facilitate the programme review and approval process.

2. **Programme implementation, monitoring and delivery of results for the health of adolescents and young people**

   - Provide UNICEF's technical support to target districts in planning, coordination and monitoring demand creation and service delivery for the Adolescent Sexual and Reproductive Health programme
   - Provide technical support to target districts in scaling up of community oriented adolescent health friendly services including linkage with schools
   - Support target districts in ensuring optimal functionality of District ADH Technical Working groups to effectively plan, coordinate and monitor priority interventions

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[1] AI2016-005 notes that for TA Job descriptions / terms of reference, eexisting Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- Conduct regular programme monitoring to ascertain progress in achieving results for adolescents and young people and undertake remedial action to improve performance.
- Provide technical support to target districts and/or implementing NGOs in the generation, analysis and utilization of age and sex disaggregated data to improve adolescent health programming
- Report on programme shortcomings identified to ensure timely remedial action by appropriate personnel and stakeholders including follow up on unresolved issues to ensure resolution.
- Participate as resource person in capacity building initiatives to enhance the knowledge and skills of service providers in delivering adolescent health and HIV.

3. **Networking and partnership building to strengthen adolescent health and HIV programme results**

- 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 UNICEF country office and UN inter-agency meetings/events on programming for adolescents and young people.

4. **Innovation, knowledge management and capacity building to promote responsive health programming for adolescents and young people**

- Identify, capture, synthesize and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results for adolescents and young people.
- Participate in knowledge management processes for UNICEF supported result areas, including identification and promotion of innovations and research that support programme delivery;
- Provide technical support to National AIDS Council and other implementing partners towards scaling up U-Report through active mobilization of adolescents and young people, including full integration in Adolescent friendly health service platforms
- Provide technical support to full operationalization of U-Report including content diversification

- Oversee the utilization of products from U-Report platform (e.g. results from opinion polls) to bolster wider participation of young people in other conventional media and to inform adolescent programming
- Keep record of reports and assessments for easy reference and/or to capture and institutionalise lessons learned.

Minimum Qualifications and Competencies

The following background and experience are required:

- A university degree in one of the following fields is required: public health/nutrition, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology, or another relevant technical field.
- A minimum of two years of professional experience in one or more of the following areas is required: public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness.
- Good understanding of Zambia's health and HIV programme policy and strategic priorities for adolescents and young people.
- Experience in supporting and coordinating project activities across a large organization and with multiple collaboration entities (Government, local organizations, donors).
- Ability to research, analyse, evaluate and synthesize information.

Budget Reference:

WBS: 4980/A0/05/200/003

Funding Sources: SC189902

Eight Competency Areas

Builds and maintains partnerships (1)	Demonstrates self-awareness and ethical awareness (1)
Innovates and embraces change (1)	Drive to achieve results for impact (1)
Manages ambiguity and complexity (1)	Thinks and acts strategically (1)
Works collaboratively with others (1)	

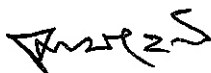**Requested and Prepared by:**
Edgar A Lungu, HIV/AIDS Manager

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Signature and date

Reviewed by:
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Endorsed by:
Monjur Hossain, Chief Health & HIV

15 March 2022
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Signature and date

Approved by:
Malti Gandhi, OIC, Representative

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Signature and date   31 MARCH 2022