



## HIV-AIDS SENIOR ADVISOR TERMS OF REFERENCE

### United Nations Country Office

1. **UNV Post Title:** Senior HIV-AIDS Advisor on HIV/AIDS programmes

2. **Duration:** ten months

3. **Location, Country:** Managua, Nicaragua

4. **Expected starting date:** Immediate

5. **Brief Project Description:**

The UN Theme Group on HIV/AIDS is a forum to plan, manage and monitor a coordinated UN response under the responsibility of the UN Resident Coordinator. It brings together the country representatives of Cosponsors and other concerned UN agencies. It is accountable for the UN system's collective performance in support of the country's response. The UN Theme Group is "UNAIDS" at country level. Its purpose is to ensure optimal joint action of UN agencies in support of an effective scaled-up country response and strengthening national capabilities response.

8. **Host Agency/Host Institute:** UN Resident Representative Country Office

9. **Description of Duties:**

Under the supervision of the Resident Representative in Nicaragua and in Coordination with the UNDP Governance Area, the Program Officer will be responsible for:

- **Promotion of Volunteerism**

It is expected this person will support the Resident Coordinator in formulating, monitoring and implementing a HIV-AIDS joint programme of the UN Agencies in Nicaragua, promoting national public and private institutions commitment and synergy, as well as volunteerism citizenship participation in HIV-AIDS activities.

- **Specific post duties**

(S)he will monitor the implementation of relevant activities in the Nicaragua UNDAF 2008-2012, advise the Resident Coordinator in all HIV-AIDS related policies and issues as well as provide support to the UNTG, assisting the UNTG with the development, management, and monitoring of the UN response to HIV as outlined in the UNDAF.

Specifically (s)he will:

- In close collaboration with the UN Technical Working Group, prepare an annual inventory of priority policy and programmatic issues for the attention of the Theme Group;
- Liaise with the UN Technical Working Group (TWG) on HIV/AIDS (comprising the HIV/AIDS focal points of the individual UN agencies) to determine the timetable and activities for achievement of the HIV/AIDS-related outputs of the UNDAF;
- Support and prepare a matrix of the activities to facilitate monitoring and evaluation, ensuring compatibility with the overall UNDAF Monitoring and Evaluation framework;
- Periodically review the implementation status of HIV/AIDS-related activities in the UNDAF with the TWG, develop summary reports, and brief the UNTG;
- Liaise with the TWG to follow-up on UNAIDS Program Acceleration Fund (PAF) projects as well as other UNAIDS supported projects and develop and submit such projects, in close collaboration with the TWG;



- Attend meetings of the National AIDS Commission (NAC) and other relevant associations as requested by, and in representation of, the UNTG Chair, and provide reports of the meetings to the UNTG;
- Provide support to the NAC in monitoring the UNGASS Declaration and developing relevant reports and other documentation as requested by the NAC and agreed with the UNTG;
- Provide support to the UNTG Chair in the organization of meetings, including coordination with other UNTG members and partners, formulation of agendas, and development and distribution of minutes and other documentation;
- Prepare necessary background documentation and provide technical input for external consultancies as agreed with the UNTG and in close collaboration with the TWG;
- Organize and facilitate UNAIDS missions to the country, as agreed with the UNTG.
- Assist the TWC in planning and organizing UN staff training on HIV; and
- Perform other work-related duties as assigned by the UNTG.

#### **10. Results /Expected Outputs:**

- Strengthened Resident Coordinator's role on coordinating and leading HIV-AIDS efforts and harmonized UN agencies activities.
- Strengthened UNTWG in its efforts to coordinate and interact referring to HIV/AIDS strategies and programs/projects.
- Supported the Nicaragua's National Strategic Plan to fight against HIV/AIDS
- Strengthened CONISIDA and coordination among national partners.
- Increased evidence-based planning.
- Valued and active partnership of the UNTG in implementing, coordinating, monitoring and evaluating country level response to HIV.

#### **11. Qualifications/Requirements:**

- Minimum: Master's degree in Public Health, Economics, Communications or Social Sciences with a communications major, preferably with relevant experience in monitoring and evaluation-related discipline; above basic-level training in microcomputer systems.

#### **12. Experience:**

- Minimum: 5 years of working experience, at least 3 year of which should be as a Master's degree holder
- Understanding of the UN system organizations and their delivery mechanisms, and experience in strategy and policy development
- Some experience in advocacy, public relations or major communications

#### **13. Competencies:**

##### **Corporate Competencies**

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission and strategic goals of UNAIDS
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### **Knowledge Management and Learning**

- Shares knowledge and experience from within and outside the UN Country Team
- Encourages UN staff to share knowledge
- Develops substantive knowledge in Country Response Information System (CRIS), UN System reform and MDGs

##### **Leadership and Self-Management**

- Focuses on results based management.
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates strong oral and written communication skills
- Remains calm, in control and good-humored even under pressure



- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view
- Ability to write concise and analytical reports, and willingness to learn and refine report-writing skills
- Ability to meet deadlines
- Ability to collect information from various sources

**Computer skills:**

- Very good knowledge and experience with microcomputer systems.

**Language skills:**

- Strong written and spoken Spanish and English skills.