UNODC
United Nations Office on Drugs and Crime

Southern Africa

CORE VALUES: ***INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY***

VACANCY ANNOUNCEMENT

TERMS OF REFERENCE

POSITION TITLE	**:**	**National Project Officer (HIV prevention)**
ORGANISATION	**:**	**UNODC Regional Office for Southern Africa**
TYPE OF CONTRACT	**:**	**Service Contract**
LEVEL	**:**	**SB4**
DUTY STATION	**:**	**Maputo, Mozambique**
DURATION	**:**	**6 months *(Extension subject to availability of funds and incumbent's performance)***

ORGANIZATIONAL SETTING AND REPORTING LINES

Under the overall supervision of UNODC Representative and the technical guidance of UNODC Regional HIV Adviser, the Project Officer will be responsible for implementation of UNODC technical assistance projects in the UNODC HIV/AIDS key policy areas, namely HIV/AIDS prevention and care related to (a) drug use, particularly injecting drug use and (b) prison settings. S/he will also facilitate collaboration and coordination with UNAIDS, its co-sponsors and other key players and assist the UNODC Office in Mozambique in strengthening national capacities to develop and implement strategies that deal effectively with HIV/AIDS prevention, treatment and care.

DUTIES AND RESPONSIBILITIES

Within assigned authority, the National Project Officer will assist in the implementation of UNODC projects in the area of HIV prevention and treatment of drug use disorders.

In particular, the incumbent will be responsible for the following duties:

- Design and implement technical assistance activities in Mozambique related to HIV prevention among people who inject drugs and in prison settings and drug demand reduction;
- Organize and participate as a resource person in advocacy meetings, training workshops and other meetings related to HIV prevention among people who use drugs and in prison settings;
- Provide substantive support to meetings and conferences including proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, and supporting administrative aspects;
- Conduct consultations with the government agencies, health service providers, civil society partners and other stakeholders to facilitate the development, implementation and evaluation of harm reduction activities;
- Prepare work plans, progress reports, analytical reports etc.;
- Support fundraising through research, preparation of proposals and facilitating consultations with donors and counterparts;
- Function as focal point with UNAIDS as well as with other co-sponsors on issues related to the

prevention and care of HIV in the UNODC key areas;

- Perform other functions as required.

Work implies frequent interactions with the following:

National and international counterparts in Mozambique, UN staff in Mozambique, UNODC staff in ROSAF, consultants and experts.

Results Expected:

Provides well researched and sound analysis of issues affecting programme/project development, administration and implementation. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally. Provides effective substantive, technical assistance in the organization and delivery of training and in servicing of committees and meetings. Effectively assists supervisors in meeting project objectives and outputs.

CORE COMPETENCIES

Professionalism – Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to HIV prevention among people who inject drugs and in prison settings. Has knowledge of the mandates of the United Nations Office on Drugs and Crime, as well as of the work of the United Nations in HIV prevention among key populations and treatment of drug use disorders. Has ability to identify issues, analyse and contribute to the resolution of problems/issues. Has conceptual analytical and evaluative skills to conduct independent research and analysis. Has knowledge of project management and implementation related issues and is able to coordinate activities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork - Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing – Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Commitment to continuous learning – Initiative and willingness to learn new skills.

Technological Awareness – Proficiency in the MS Office package, specifically Word, Excel, and PowerPoint are required.

QUALIFICATIONS

Education:

Advanced university degree *(Master's degree or equivalent)* in public health, social sciences or a related discipline is required. A first-level university degree in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of five years of progressively responsible professional experience in supporting the implementation of programmes/projects in HIV prevention among key populations is required. Experience in providing technical assistance to national counterparts for developing and implementing policies and services addressing drug use and HIV is desirable.

Language:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Portuguese with excellent drafting and communication skills, is required.

Qualified and interested candidates can send the following documents to:
takalani.godobedza@un.org

- Motivational letter
- CV highlighting the experiences in a similar assignment
- UN P11 Form

Assessment: Evaluation of applications may include a written assessment which will be followed by a competency-based interview. Short-listed applicants may be required to undergo relevant skills tests, and reference checks will be done.

These TOR's will also be available on the UNODC website:
https://www.unodc.org/southernafrica/en/consultancies-and-opportunities.html

Correspondence will be limited to shortlisted candidates only.
UNODC reserves the right not to make an appointment.

CLOSING DATE FOR APPLICATIONS: 31 October 2019