



**UNAIDS**  
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

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## UNESCO recruits a National Programme Officer for HIV and AIDS (NO-C) in Swaziland



United Nations  
Educational, Scientific and  
Cultural Organization

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications for a National Programme Officer for HIV and AIDS in Swaziland.

UNESCO, within the framework of the Joint United Nations Programme on HIV and AIDS (UNAIDS), is providing support to the strengthening and national scale-up of education sector responses to HIV and AIDS in Swaziland by:

- Enhancing the evidence base on HIV and education;
- Developing partnerships for action at global, regional and national level;
- Supporting intensified implementation of comprehensive education sector responses at country level; and
- Delivering high quality technical assistance to support the national response.

In this context, UNESCO is recruiting a highly qualified national specialist in Swaziland. The National Programme Officer (NPO) on HIV and AIDS will be stationed in Mbabane and will operate under the direct supervision of the UNESCO Cluster Office in Windhoek, Namibia. This is an Appointment of Limited Duration (ALD) at level C (NOC) for an initial period of one year, with salaries being in accordance with United Nations scales. Individuals engaged under the ALD scheme are governed by provisions of the UNESCO Staff Regulations and General Conditions applicable to Appointments of Limited Duration ("General Conditions") as established by the Director-General of UNESCO. The ALD provides adequate social security coverage and medical care.

Additional information about UNESCO and its work on HIV and AIDS is available from the website: <http://www.unesco.org/aids>

Individuals willing to apply to this position are invited to submit their CV, a cover letter supporting their application, as well as the names and contact details of three referees, either by post or email, to:

**Attention:**

Mr. Matthias LANSARD / Ms. Melanie SETO  
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**Closing date for receiving applications: Friday 30<sup>th</sup> December 2011**

**Applications from people living with HIV are particularly welcome**

## 1. The main tasks and responsibilities for the position include the following:

- *Strategy and policy development:*
  - Supporting UNESCO's engagement in sector analysis, policy development and HIV and AIDS programming in education (within the framework of the UNESCO Strategy on HIV and AIDS, national and education sector policies and strategies, and the UNAIDS division of labour) ;
  - Facilitating a process of strategic planning within UNESCO, in consultation with partners and national counterparts, and in line with the National Strategic Framework for HIV and AIDS and the United Nations Development Assistance Framework (UNDAF) for Swaziland.
- *Representation and partner relations:*
  - Representing UNESCO in appropriate coordination fora, such as the Joint UN Team on HIV and AIDS, education sector coordination committees, multisectoral coordination platforms, project steering committees, and technical meetings involving other UN agencies, development partners, and national counterparts ;
  - Developing and maintaining partner relations with the Ministry of Education and Training, the National Commission for UNESCO, other national bodies and development partners, including civil society organizations. Providing technical guidance for further development of their capacities and activities;
  - Liaising with relevant UNESCO structures, including the Section on HIV and AIDS at UNESCO Headquarters, the UNESCO Regional AIDS Advisor for East and Southern Africa and the Regional AIDS support team, as well as other colleagues in the sub-region working on HIV and AIDS.
- *Resource mobilization:*
  - Supporting resource mobilization efforts including proposal development from UNESCO and partners, and provide technical assistance to the Ministry of Education and Training in accessing funding for the education sector response to HIV and AIDS.
- *Technical support:*
  - Supporting UNESCO programming on HIV and AIDS, in collaboration with other staff working on HIV and AIDS, with particular emphasis on interventions supporting national efforts towards realizing Universal Access to HIV prevention, treatment, care and support within and through education;
  - Supporting timely programme implementation, monitoring and evaluation, and reporting;
  - Facilitating the provision of technical support to the Ministry of Education and Training as well as other national partners;
  - Supporting capacity building interventions within the education sector, through the organization of meetings and workshops to develop comprehensive and effective action on HIV and AIDS and contribute to the national response;
  - Contributing to advocacy efforts at country level, in order to advance use of the evidence and strengthen joint UN and national responses to HIV and AIDS;
  - Monitoring, evaluation and reporting on UNESCO's work on HIV and AIDS.

## 2. The incumbent must fulfill the following requirements:

- *Education:* An advanced university degree (Masters or equivalent) in a relevant field, especially education, social sciences or public health
- *Professional Experience:* At least four to seven years of relevant work experience, including in HIV and AIDS programming. Experience in education and resource mobilization would be an advantage.
- *Competencies:*
  - Strong experience and understanding of the country and a clear understanding of development work and of the education sector;
  - Extensive professional knowledge and experience on HIV and AIDS
  - Significant technical expertise and experience in UNESCO's key leadership and main partner responsibilities within the UNAIDS division of labour and familiarity with UNAIDS would be an asset;
  - High level of technical writing skills on issues related to education and HIV and AIDS;
  - A track record in resource mobilization and ability to manage budgets and report on implementation
  - Excellent organizational, networking and partnership building skills, tact and discretion;
  - Experience in monitoring and evaluation;
  - Strong strategic and analytical skills;
  - Good communication skills.
- *Personality:* The post requires maturity, excellent interpersonal skills, tact and diplomacy, ability to multi-task, prioritize and deliver to deadline, as well as work under pressure. A key requirement is credibility and confidence, with high level representational and partnership building skills, involving a wide range of partners (including Ministry of Education, UNAIDS Cosponsors, donors and civil society).
- *Language skills:* Fluency (oral and written) in English. Fluency in other local languages would be an added advantage