



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Position Information

Job Code Title:	National Project Officer (HIV)
Number of Positions:	one
Contract Type and Grade:	Service Contract, SB-4
Duration of contract:	8 months (renewable upon satisfactory performance and availability of funds)
Supervisors:	Programme Officer (HIV/AIDS Prevention and Care)
Deadline for application:	17 February 2019
Duty Station:	Cairo, Egypt

II. Organizational Context

Under the overall supervision of the Regional Representative of ROMENA, the Regional HIV Adviser who is responsible for the overall coordination and implementation of the technical assistance project entitled: "HIV/AIDS Prevention, Care, Treatment and Support in Prison Settings in the MENA Region and based in Cairo will be first reporting officer.

External Contacts:

The work of the incumbent entails dealing with external contacts from different UN agencies and other counterparts inside and outside the duty station.

III. Purpose of the assignment

Within assigned authority, the National Project Officer will support the implementation of UNODC's project on "*HIV and AIDS Prevention, Treatment, Care and Support in Prison Settings in the Middle East and North Africa.*" The incumbent will be responsible for the following specific duties:

- Support the Regional HIV Adviser to ensure that project at the country level is carried out in a timely fashion.
- Monitor all aspects of project implementation and identify challenges and propose corrective actions to International Programme Coordinator to expedite implementation.
- Coordinate with relevant stakeholders nationally and regionally to ensure project objective is attained.
- Undertakes regular missions to project activity sites.
- Prepares reports and correspondence relating progress in implementation (i.e., monthly report, ad hoc reports, activity report, etc.)

- Participates fully in the country level Joint team on AIDS and other UN coordinating initiatives.
- Support, organize and participate in advocacy meetings, round-tables, training workshops and other meetings related to specific HIV/AIDS issues;
- Assists Regional HIV Adviser in preparing workplan, project and budget revisions by providing up to date implementation information promptly.
- Contribute to the review of the programme and grant proposal selection processes.
- Identify gaps and opportunities and develop project proposals, including contribution to for Global Fund and other donor's proposals and ensure that HIV and AIDS as it relates to prison is adequately funded nationally.
- Assists Regional HIV Adviser in preparing the internal semi-annual and annual report and to comply with donor reporting obligations.
- Manage and supervise staff in the project office and see to their evaluation and professional development.
- Exercises autonomy in taking action only within the confines of the agreed project documents and derived costed workplans.
- Provides secretariat services to the National level Project Steering Committee.
- Recruits and supervises experts and consultants contracted under the project.
- Facilitate the mission of Regional HIV Adviser and other experts providing technical assistance to the project.
- Establishes and maintains financial records (principally records of expenditures) in respect of project costs and ensures timely and accurate submission of financial reports (including petty cash management).
- Maintains computer-based correspondence and financial records and filing system to keep accurate track of project documentation.
- Perform other duties as assigned

IV. Impact of results

Successful implementation of UNODC activities on HIV and health according to established work plans.

V. Competencies and Critical Success Factors

Professionalism: Project coordination and administration experience and skills, and understanding of theories, concepts and approaches relevant to crime prevention and international relations. Knowledge of the mandates, priorities and operational modalities of UNODC. Good analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; sound judgment and political sensibility.

Communication: Effective communication (spoken, written and presentational) skills. Ability to prepare, consolidate inputs and finalize programmatic reports, project documents and other relevant materials.

Teamwork: Good inter-personal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender.

Planning, organizing and managing performance: Ability to plan own work, manage conflicting priorities and to use time efficiently. Ability to organize and implement activities and outputs. Ability to maintain focus and pay attention to necessary details.

- Demonstrates integrity by modeling the UN’s values and ethical standards.
- Promotes the vision, mission and strategic goals of UNODC.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Ability to work in an international and multicultural environment.
- Excellent conceptual, analytical, negotiating, communication and advocacy skills.
- Ability to formulate and manage budgets, manage transactions, conduct financial Analysis and reporting.
- Proven ability to write technical reports and reviews and conduct presentations by clearly formulating positions on issues and defending recommendations.

VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> • Advanced university degree in health, Social Sciences or related field Health. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree
Experience:	<ul style="list-style-type: none"> • Experience in Project management. • At least 5 years working experience on HIV/AIDS and/or developmental projects in the Middle East and North Africa region. Preferably exposure to working with externally-financed donor projects linked to policing or social crime prevention. • Knowledge of word-processing, advanced MS-Excel, and database (MS-Access) will be required.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Arabic are essentials and French is desirable (<i>Proficiency in English including the ability to draft at a professional level</i>)

Interested candidates should submit their duly filled P.11 [form](#) and a cover letter explaining why they think they are the best candidate for the position to hr.egypt@unodc.org by **Sunday, 17 February 2019, writing in the subject line the title of the post.**

Only short-listed candidates will be contacted