



## UNV TERMS OF REFERENCE

### **Preamble:**

This post is a United Nations Volunteers assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organisation you are assigned to.

**UNV Post Title:** UNV Specialist, HIV/AIDS Coordinator

**Duration:** 1 year, with possibility of extension

**Duty station, Country:** Kampala, Uganda

**Host Agency:** United Nations High Commissioner for Refugees (UNHCR)

### **Description of Duties:**

Under the overall supervision of the UNHCR Community Services Officer, the National HIV/AIDS Officer is expected to perform the following functions:

#### **Programme Planning**

- Develop and finalize HIV/AIDS objectives and priorities in accordance with national and international standards;
- Actively participate in programme planning by undertaking needs assessments, monitoring and evaluation of current activities;
- Analyze and comment on reports presented by UNHCR implementing and/or operation partners and together with the Community Services Officer, Health Coordinator, and Programme Officer prepare and finalize all HIV/AIDS-related implementing instruments;
- Continually update the office, including the field offices on HIV/AIDS and reproductive health-related documents, standards, practices, and policies;
- Advise the UNHCR office regarding all HIV/AIDS issues related to the refugee programmes and about measures to take with regard to possible influx of refugees, as well as, in the context of repatriation for those caseloads who may be returning;
- Ensure that particular attention is given to the support of local HIV/AIDS activities in order to appropriately compensate for the added burden of services for refugees;
- Participate in coordination and planning programme meetings for the various funding mechanisms including GLIA, GFTATM, and PEPFAR;
- Draft proposals for funding as required;

#### **Programme Implementation and Monitoring**

- Undertake regular mission to refugee sites in order to analyze, monitor, evaluate, and supervise the implementation of HIV/AIDS service delivery;



- Organize and conduct timely monitoring and evaluation meetings with implementing partners regarding their HIV/AIDS project implementation, in accordance with the UNHCR Programming cycle;
- Organize the collection, analysis, and distribution of study findings and possible epidemiological information regarding HIV/AIDS related Reproductive Health aspects among refugees. This will include coordinating evaluation exercises, surveys, and studies;
- Organize ongoing training/familiarization sessions for refugees, NGOs, and where possible, UNHCR staff on HIV/AIDS-related matter. Particular attention should be paid to supporting refugee qualified personnel and local NGOs, strengthening their capacity;

#### **Coordination**

- Act as a focal point with regards to Ministry of Health, and Uganda AIDS Commission, and disseminate MOH/UAC protocols and or UNHCR/WHO/UNAIDS standards and policies among implementing partners, particularly for all matters of public importance;
- Attend the UNAIDS Theme Group, as well as, technical Committee meetings, as required;
- Attend all HIV/AIDS-related working groups with a view to include refugees on the national agenda, as well as, in donor programmes;
- Provide guidance and supervise and coordinate the activities of UNHCR implementing and operational partners involved in HIV/AIDS programmes;

#### **Reporting**

- Prepare regular reports to be shared with UNHCR offices concerned and partners, as appropriate; and
- Ensure the UNHCR Senior Management is informed of all relevant information by preparing notes for the record on meetings, as well as, mission reports.

#### **Results /Expected Output:**

1. Increased knowledge and use of HIV services among UNHCR's beneficiaries;
2. UNHCR beneficiaries acknowledged and included in donor programmes and on the national agenda;
3. Evidence-based programming of HIV/AIDS activities based on research;
4. Timely, accurate and informative program and donor reports on progress.

#### **Qualifications/Requirements:**

- Bachelor's degree in Social Work, Nursing, Public Health, or related field
- At least four years working experience in HIV/AIDS and reproductive health-related programmes
- Experience in working with UN/NGOs in refugee/conflict area, an advantage
- Excellent writing and communication skills

#### **Computer skills:**

- Good knowledge of the main MS-Office software applications

#### **Language skills:**

- English

**Brief Project Description & Conditions of Living:**

- The project entails comprehensive HIV services to refugees, host communities, internally displaced persons and other persons of concern to UNHCR aimed at improving health and wellbeing of UNHCR's beneficiaries. Activities will be carried out in 11 refugee settlements in Uganda among over 200,000 refugees of Sudanese, Congolese, Rwandese, Burundian, and Ethiopian origin. They include prevention, treatment, care and support as well as referral, and require close collaboration with multiple UNHCR Implementing Partners who directly operate activities in the settlements. The project also bears linkages with other programs within UNHCR such as Protection, Gender based violence and Education to promote synergies and ensure efficient and effective multi-sectoral programming.
- The HIV/AIDS officer will be based at UNHCR Kampala with frequent travel to field offices.

**Promotion of Volunteerism**

- As a UN volunteer, familiarise himself/herself with the concept of volunteerism by reading relevant UNV publications and taking active part in UNV activities.
- Network with local voluntary organization(s) and build relations.
- Contribute articles/write-ups on field experiences and submit for UNV publications/websites, newsletters, press releases, etc.

**Application**

Applications including a cover letter and CV should be sent to the UNV Programme Officer via e-mail address: [registry.ug@undp.org](mailto:registry.ug@undp.org)

Please note that this position is open to nationals of Uganda only.

Deadline for applications: *Friday, 11 January 2008*

**NB:** Only short-listed candidates will be contacted.