

## VACANCY NOTICE

**Title:** HIV and Health Senior Program Assistant

**Domain:** Education/HIV and Health Education

**Grade:** SB3

**Organizational Unit:** UNESCO Regional Office for Southern Africa

**Primary Location:** Harare, Zimbabwe

**Type of contract:** Service Contract

**Duration of contract :** One year with possibility of extension depending on availability of funds and performance

**Deadline (midnight, Harare time):** **28 January 2018**  
**Application to be sent to:** [vacancies.harare@unescco.org](mailto:vacancies.harare@unescco.org)

UNESCO [CV Form to be used](#)

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Background

The United Nations Educational, Scientific and Cultural Organization (UNESCO) is seeking applications from nationals of Zimbabwe for the Regional HIV and Health Programme Associate vacancy. Additional information about UNESCO and its work on HIV and health education is available from the website: <http://www.unesco.org/aids>

### II. Duties and requirements

Under the overall authority of the UNESCO Regional Director for Southern Africa, and the direct supervision of the Regional HIV and Health Education Advisor, the incumbent will be responsible for providing program and administrative support to ensure effective, planning, implementation and monitoring of UNESCO's work on HIV and health education. Specifically, s/he will be responsible for providing support to the "Our rights, Our Lives, Our Future" programme across sub-Saharan Africa and the implementation of activities under the Unified Budget, Results and Accountability Framework (UBRAF) across Eastern and Southern Africa. Support will be provided in the following key administrative and programmatic areas;

#### Programming work:

- Monitor NPO activities and contracts and ensure their conformity to the agreed donor work-plan as backstopping to HIV and Health Education National Program Officers across East and Southern Africa
- Coordination of NPO quarterly reports
- Act as focal point for East and Southern African countries with no National Program Officers in the preparation of ESA annual reports and SISTER reports
- Assist the HIV and Health Education Regional Advisor in providing oversight function for East and Southern Africa and West and Central Africa under the Our Rights, Our Lives, Our Future programme
- Support program specialists in the review of contract deliverables
- Participate in briefing meetings with consultants on expected consultancy deliverables

- Regional and country level programme implementation activities:*
  - *Provide administrative support in the approval of activity requests from both regional and country teams by the Regional Advisor and Regional Director*
  - *Process and disseminate funds to country and regional teams on approved activities*
  - *Support the planning, organization and implementation of workshops, seminars and meetings*
  - *Manage financial and other resources made available to support workshops, seminars or meetings to ensure proper and effective utilization in pursuit of expected results*
  - *Liaison role between the HIV and Health Education unit and implementing partners*
  
- Procurement of services:*
  - *Draft contracts and collate supporting documentation for review by the Regional Advisor in preparation of activities to be implemented*
  - *Ensure that all conditions specified in established contracts are fully met by partners or contractors and, in consultation with relevant staff*
  - *Monitor and follow up on contracts to ensure deliverables are submitted timeously by implementing partners and or service providers as per established contracts, with alerts to relevant officers for follow-up*
  - *Initiate payment upon satisfactory performance and/or delivery of goods or services*
  - *Procurement of tickets for staff and delegates attending scheduled programme events*
  
- Programme reporting:*
  - *Prepare reports on workshops, seminars and meetings conducted in keeping with the specified reporting requirements.*
  - *Maintain and update the filing system to ensure an efficient storage and retrieval of documentation relating to the programme and operations, and ensure that these are available for audit purposes at all times.*
  - *Develop and maintain a database of service providers, and ensure proper utilization of this database to source quotations for the provision of goods and services in compliance with UNESCO's Rules and Regulations on procurement*
  
- Execute any other tasks as assigned by the Regional Advisor or the Director of the Office.

## REQUIRED QUALIFICATIONS

### EDUCATION

- A first level degree in Business Administration, Finance or equivalent.
- An administrative course in combination with four years relevant work experience will be acceptable in lieu of a first degree.

### WORK EXPERIENCE

- At least four years of relevant work experience, in an international organization; experience with the UN is added advantage
- Good analytical and drafting skills, capacity to consolidate reports
- Administrative skills, including proficiency in Microsoft Office Suite
- Budgeting skills and experience assisting program management
- Excellent written English skills
- Budgeting and financial management skills
- Networking and diplomacy skills
- Ability to work under pressure

### SKILLS/COMPETENCIES

- Confident, assertive communicator who can work comfortably with diverse groups of people and across all levels
- Attention to detail
- Able to prioritize work and manage deadlines
- Planning and time management – meets deadlines
- Reflective and open to learning

### LANGUAGES

- Fluency (oral and written) in English
- Fluency local language will be a plus.

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in US dollars and exempt from income tax.

***UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.***

**Please note that UNESCO is a non-smoking Organization.**

### **HOW TO APPLY**

To apply, please send your application letter, UNESCO CV, in English to the by email to [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

Application files will have to reach UNESCO office on 28 January 2018 before **midnight** (Harare time).

**Please note that only pre-selected candidates will be contacted.**

**A written test may be used in the evaluation of short-listed candidates.**