

**Title:** HIV and Health Programme Assistant  
**Domain:** Education/HIV and Health Education  
**Organizational Unit:** Education Sector  
**Duty Station:** Johannesburg Antenna Office, South Africa  
**Type of contract:** Service Contract  
**Annual Salary:** ZAR 243, 600

**Deadline (midnight, EAT time): 15 December 2018**

**Application to be sent to:** [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

## OVERVIEW OF THE FUNCTIONS OF THE POST

### I. Background

The United Nations Educational, Scientific and Cultural Organization (UNESCO) has received funding for a project whose purpose is to improve the sexual and reproductive health (SRH) outcomes of adolescents and young people (10-24 years) in Sub-Saharan Africa, through increased access to high quality, age appropriate and gender transformative sexual and reproductive health education and services. UNESCO hereby seeks applications from qualified candidates for the position of HIV and Health Education Programme Assistant. The incumbent will be based in Johannesburg. This is a Service Contract for an initial period of one year, which may be extended based on candidate's performance and availability of funding. The appointment is subject to a six-month probation. The salary is in accordance with UNESCO scales. Individuals engaged under the Service Contract scheme are governed by provisions of the UNESCO Staff Regulations and General Conditions applicable to Project Appointments ("General Conditions") as established by the Director-General. Applicants should already have the right to work and live in South Africa, proof of this right will be requested.

### II. Duties and requirements

Under the overall authority of the Assistant Director General- Education, and the direct supervision of the Senior Project Officer – HIV and Health, the incumbent will work in close collaboration with the Johannesburg Antenna office as well as the team in the Regional Office in Harare, Zimbabwe, for effective achievement of results, anticipating and contributing to resolving complex programme/project-related issues and information delivery. The incumbent is expected to exercise full compliance with UNESCO programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

#### **Administrative management:**

- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Coordinate and prepare documents necessary for the launch of procurement processes and issue contracts;
- Assume responsibility for the coordination of project related administrative matters;
- Provide advice to the team on financial and administrative issues;
- Assist the Regional Programme Officer in the design of project specific material pertaining to management and financial issues in support of project implementation
- Provide support on all administrative matters concerning the project including travel plans, travel authorization, monitoring of travel budgets, hiring of consultants liaising with appropriate units

- Provide support to administrative and logistical arrangements for all meetings, workshops and courses in connection with the Project
- Establish and maintain an organized filing system for all financial and administrative related project issues

***Financial management:***

- Monitor budget expenditures and maintain a proper record of approved project budgets and their revisions;
- Ensure effective and efficient budget formulation, monitoring of project budget, compilation of financial data and provision of accurate and up-date financial information for reporting quarterly and annual expenditure
- Assist the Regional Officer in maintaining accounting records of project financial transactions and performance for all resources by providing necessary financial information and analysis, including implementation rate against indicators and results
- Ensure that all resources are adequately accounted for on regular basis, including settling of acquittals.
- Ensure financial reports are supported by original receipts, invoices or payment statements and timely submitted to the Finance and Administration Office and follow-up close of the activity/contract.
- Ensure that all project related funds request and payment are accompanied by original supporting documents as per Financial Regulation and submitted in timely way.
- Maintain adequate administrative records and contribute to the smooth running of the office by ensuring the provision and maintenance of office equipment, inventory of physical assets
- Undertake other financial and administrative tasks as required.

***Procurement:***

- In accordance with the Work Plan coordinate and contribute to the procurement of equipment, supplies and services.
- Review procurement requests and initiate procurement procedures of project equipment, supplies and services in a transparent and cost effective manner
- Assist in the coordination of equipment maintenance and insurance as required;
- Ensure that contractual processes follow the stipulated UNESCO procedures;
- Clear and ensure delivery of equipment and supplies procured for project;

## REQUIRED QUALIFICATIONS

***EDUCATION***

- An advanced university degree (Masters) in education, social sciences, public health or a relevant field or an undergraduate degree with 2 years relevant experience.

***WORK EXPERIENCE***

- At least two years of relevant work experience, including in HIV and AIDS programming. Experience in education and resource mobilization
- Previous experience in development assistance or related work especially in the UN will be an added advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling web-based management systems.

***LANGUAGES***

- Fluency (oral and written) in English

## BENEFITS AND ENTITLEMENTS

UNESCO's salaries are calculated in South African Rand and exempt from income tax.

Other benefits include 30-days annual leave, family allowance, pension plan and medical insurance. More details on the ICSC Web site.

Please note that UNESCO is a non-smoking Organization.

## HOW TO APPLY

To apply, please send your application letter, personal CV and UNESCO CV format, in English making reference to post- Regional Programme Assistant- Johannesburg, including contact details of 3 referees:

By email: [vacancies.harare@unesco.org](mailto:vacancies.harare@unesco.org)

Or

By hand or delivery post:

**UNESCO Johannesburg Antenna Office**

1 Eglin Road

Sunninghill, 2157

Johannesburg

Republic of South Africa

**Applications are to reach UNESCO no later than the 15 December 2018, (Midnight).**

**[Please note that you MUST use the UNESCO CV Form](#)**

**Please note that only shortlisted candidates will be contacted.**

**A written test may be used in the evaluation of shortlisted candidates.**

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

