



Vacancy Notice

30 September 2016

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT NO: 16/HCR/KGL/VN/038

Title of Post: Assistant HIV Officer under UNOPS
Duty Station: Kigali, Rwanda
Category and Level: LICA
Organizational Sector: Programme Section
Title of Supervisor: Senior Programme Officer
Duration of assignment: 1 year
Entry on Duty: Immediate
Closing date of application: **14 October 2016**

GENERAL BACKGROUND

The HIV coordinator will be working as a member of the Program team of UNHCR under the technical guidance of the country Public Health Officer of UNHCR and under the direct supervision of the Senior Program Officer based in Kigali. The incumbent will be stationed in Kigali Branch office with frequent missions to the field.

PURPOSE AND SCOPE OF ASSIGNMENT

- Ensure Global Fund financed HIV treatment and care program, TB program and IRS program rollout at Mahama camp, reception centres and urban areas are meeting the highest standards.
- Prepare high quality, timely regular project reports, indicators and financial reports for the GF, Assist in organizing workshops and training both in-service (formal) and on the job (coaching) to health and related staffs working in refugee camps.
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- meeting all the Global Fund reporting requirements
- Ensure HIV and AIDS services in Mahama refugee camps, urban areas and other refugee camps meet the National and Internationally Accepted Standards through continuous monitoring and evaluation.
- Assist of the GF financed project activities implemented by the Secondary Recipients (Rwanda Biomedical Centre/Ministry of Health, Procurement Division of Ministry of Health, National HIV, TB and Malaria Programs) and the UNHCR project partners on the ground
- Undertake regular and frequent visits to Mahama refugee camp, urban refugee programs and other refugee camps to provide technical support to implementing partners working in the refugee camps in planning, implementation, monitoring and evaluation of HIV activities.
- Develop and oversee the implementation of an efficient and culturally appropriate HIV response in Rwanda refugee response program.
- Liaise with UNHCR implementing partners, MOH counterpart who implement the GF financed HIV, TB and Malaria programs for Burundian refugees.
- Gain and share experience, technical skills and knowledge to run effective HIV programme in refugee camps.
- Build the capacity of health and related project partner staffs working in refugee camps through organizing workshops and training both in-service (formal) and on the job (coaching).
- Participate in meetings with UN Theme Group on HIV/AIDS, in consultation with the Public Health Officer and Senior Program Officer.
- Advocate to local government, UN Theme Group on HIV/AIDS, the UN Country Team and potential donors on policy – programmatic and funding issues relating to HIV and Refugees.
- Document best practices and lessons learned and disseminate them.
- Assist UNHCR health and programme colleagues with preparation of project description documents and reporting related to HIV.

- Work with other staff in the unit to ensure that resources allocated for HIV programme are properly used by IPs.
- Ensure that regular coordination is held with the Principal Recipient (UNHCR), Secondary Recipients (RBC), CCM Rwanda and UNHCR project partners who execute the Global fund financed Burundian refugee HIV, Malaria and TB program.
- Work with other staff in the unit to ensure that coordination is well established among IPs in the field.
- Work closely with donors to solicit additional funding for HIV programme.
- Work closely with other units within UNHCR to mainstream HIV activities into the work of the agency.
- Any other professional activities entrusted by the supervisors based on the contextual organizational needs.

MONITORING AND PROGRESS CONTROLS:

- Improved coordination among UNHCR IPs, the CCM, UNHCR (the Principal Recipient), RBC (Secondary Recipient) of the Global fund financed HIV, TB and Malaria program
- Timeliness of reporting
- Improve representation of UNHCR in UNAIDS led core group and sub-group meetings.
- Improved utilization of resources, documentation of best practices and ability of UNHCR to monitor HIV response in refugee camps.

KEY COMPETENCIES:

- Knowledge of HIV in Humanitarian Emergencies;
- Knowledge of the latest developments and technology in HIV/AIDS;
- Extremely high ethical and professional standards.

QUALIFICATION AND EXPERIENCE

- Education: Degree in health or related fields.
- Work Experience: Minimum 2 years of relevant experience in Health Projects including at least 1 year of experience in the HIV prevention, care and treatment.
- Languages: Fluency in English and French.
- Functional/technical knowledge: Demonstrated computer literacy in the Windows environment, with proven competence in Microsoft Word, Excel and PowerPoint.

SUBMISSIONS OF APPLICATIONS

If you wish to be considered for this vacancy, please submit your Personal History Form (P11) and its supplementary pages (if applicable), motivation letter and CV by e-mail with “**LAST name – Assistant HIV Officer position**” in the subject line to: RWAKIHRAPPS@unhcr.org by **14 October 2016**.

Shortlisted candidates may be required to sit for a test. Only shortlisted candidates will be notified. No late applications will be accepted.

UNHCR is committed to diversity and welcomes applications from qualified candidates regardless of disability, gender identity, marital or civil partnership status, race, color or ethnic and national origins, religion or belief, or sexual orientation.

UNHCR does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees).