VACANCY NOTICE

Title: HIV and Health Education 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 February 2020

Application to be sent to: vacancies.harare@unesco.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 Education Senior Program Assistant 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 programme 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 Eastern and Southern Africa
- Act as focal point for Eastern and Southern Africa 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 Eastern and Southern Africa and Western and Central Africa under the Our Rights, Our Lives, Our Future (O3) Programme
- Support program specialists in the review of contract deliverables
- Participate in briefing meetings with consultants on expected consultancy deliverables

UNESCO DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.
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
- Support the planning and organisation of meetings with donor partners
- 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
- Disseminate administrative updates and provide training on administrative procedures to HIV and Health Education team members

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
- Procure tickets for staff and delegates attending scheduled regional programme events
- Provide support in the recruitment of consultants and team members based on staffing needs presented

Programme reporting:

- Prepare reports on workshops, seminars and meetings conducted in keeping with the specified reporting requirements
- 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 or equivalent.
- An advanced degree in education, social sciences, or programme management will be an added advantage.

**WORK EXPERIENCE**

- At least five years of relevant work experience in an international organization, including administrative support roles on HIV and health education programmes.
- Good analytical and drafting skills, capacity to consolidate reports
- Administrative skills, including proficiency in Microsoft Office Suite
- Budgeting skills and experience assisting programme management
- Excellent oral and written communication 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.

*UNESCO is committed to gender equality in its programming and to gender parity within the Secretariat. Therefore, women candidates are strongly encouraged to apply.*
UNESCO's salaries are calculated in US dollars and exempt from income tax.

Please note that UNESCO is a non-smoking Organization.

HOW TO APPLY

To apply, email your application letter and UNESCO CV, (in English) to vacancies.harare@unesco.org. Application closing date is 28 February 2020, 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.

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