



## JOB DESCRIPTION

<b>Official Job Title:</b>	<b>Youth &amp; HIV/AIDS Specialist</b> <b>Duty Station: Cairo, Egypt</b>	
<b>Grade (Classified)</b>	SC(SB-5)	
<b>Post Number:</b>		
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Classification Authority:</b>	DHR, Director	<b>Date: May 2018</b>

### 1. Organizational Location

The post of Youth & HIV/AIDS Specialist is located in the Arab States Regional Office of UNFPA and reports to Regional Youth and HIV/AIDS Adviser.

### 2. Job Purpose

The post of Intern, Youth & HIV/AIDS Specialist is located in the Arab States Regional Office of UNFPA and reports to Regional Youth and HIV/AIDS Adviser. Under the oversight of the Regional Adviser, the Specialist will support the provision of technical and advisory services on youth and HIV/AIDS programs in the regional office. S/he will provide technical support for relevant regional program interventions and initiatives, with a particular focus on the Regional Initiatives on: Youth Entrepreneurship\Innovation Initiative; Youth, Peace and Security; New Life Skills & Citizenship Education Model; HIV Prevention and Adolescent Health, Youth Networking; as well as, support to Country Offices' Youth & HIV/AIDS Programs.

### 3. Major Activities/Expected Results

- Ensure adequate and accelerated implementation of the different activities of the Regional Youth & HIV/AIDS Program with different funding sources
- Support, coordinate preparation and conducting of regional youth events and development of reports as deemed necessary.
- Coordinate monitoring and evaluation aspects of the regional youth program
- Support and monitor UNFPA youth programs implemented through implementing partners and ensure that emerging needs are being met timely
- Assist in developing/adapting protocols and guidelines for youth programming.
- Coordinate adequate media coverage (Social and Traditional Media) and

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visibility of regional youth program in coordination with RO specialized colleagues.

- Contribute to and develop related funding proposals in view of resource mobilization and partnerships mobilisation.
- Perform any other duties as required by the Regional Youth& HIV/AIDS Adviser.

#### 4. Work Relations

Internal contacts include Regional Youth & HIV/AIDS Adviser and other colleagues from the different RO program and operations' teams. Additional partners include UNFPA Country Offices' Youth Officers and Focal Points.

External partners include IPs and other counterparts depending on ongoing activities and projects.

#### 5. Job Requirements

##### **Education:**

- Master's Degree in public health, population science, sociology or other related field (alternatively B.S in related field plus substantive professional experience is acceptable).

##### **Knowledge and Experience:**

- 5 years of progressively responsible professional work experience related to youth and/or public health programming;
- Technical knowledge in the fields of youth\public health
- Experience in project management is an asset
- Proven ability to produce demonstrable results
- Good network within the youth, development and humanitarian community is a definite plus
- Ability to work under pressure
- Ability to work in teams and in a multi-disciplinary, complex and multi-country programme environment

##### **Required Values/ Competencies:**

##### **Values:**

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing cultural diversity
- Embracing change

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**Competencies:**

- Being accountable to achieving results
- Developing and applying professional expertise/business acumen
- Thinking analytically and strategically
- Working in teams/managing ourselves and our relationships
- Communicating for impact.
- Providing strategic focus
- Engage internal/external partners
- Leading, developing and empowering people
- Create a culture of performance.

**Functional Skill Set:**

- Advocacy/Advancing a policy-oriented agenda
- Leveraging the resources of national governments and partners/ building strategic alliances and partnerships
- Delivering results-based programmes
- Internal and external communication and advocacy for results mobilization
- Strategically positioning UNFPA Programme
- Providing a technical support system

**Languages:** Fluency in English and Arabic is required

**6. Signatures/Certification:**

<b>Incumbent's Name &amp; Signature (If Applicable)</b>	<hr/> <b>&lt;Enter Incumbent's Name Here&gt;</b> <hr/> <b>&lt;Date&gt;</b>
<b>Immediate Supervisor's Name &amp; Signature</b>	<hr/>  <hr/> <b>&lt;Enter Supervisor's Name Here&gt;</b> SAHIB ANOUTI <hr/> <b>&lt;Date&gt;</b> 31/05/2018
<b>Division Director's Name &amp; Signature</b>	<hr/> <b>&lt;Enter Division Director's Name Here&gt;</b> <hr/> <b>&lt;Date&gt;</b>

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