TERMS OF REFERENCE

UNAIDS - Republic of Korea Fellowship Programme - Seoul National University

General Information	
Title/Description	Fellow - Programme Coordination Support:
Assignment Dates	6 months – March 2027
Duty Station	Maputo, Mozambique,
Department /Unit	UNAIDS Mozambique and Angola Multi-Country Office (MCO)
Name of Supervisor	Marta Bazima, Adviser Communities and Human Rights

1. Background

UNAIDS is the Joint United Nations Programme on HIV/AIDS and leads the global effort to end AIDS as a public health threat by 2030. UNAIDS brings together the efforts and resources of the UN system, Governments, communities, civil society, development partners and other stakeholders to strengthen nationally led, inclusive and evidence-informed HIV responses.

The UNAIDS Mozambique and Angola Multi-Country Office provides leadership, coordination and technical support to the HIV responses in Mozambique and Angola. The MCO works closely with national AIDS authorities, Ministries of Health, communities, civil society, people living with HIV and key populations, United Nations entities, the Global Fund, PEPFAR, bilateral and multilateral partners and other stakeholders to advance prevention, treatment, care, human rights and sustainability priorities.

In both countries, UNAIDS supports the use of strategic information, community-generated evidence, policy dialogue and partner coordination to identify gaps, address inequalities and strengthen the effectiveness, equity and sustainability of the HIV response. This includes support to HIV prevention, elimination of mother-to-child transmission, community-led responses, human rights and gender equality, sustainable financing, integration with broader health and development priorities, and preparation for transition and long-term sustainability.

The fellowship will provide a structured learning opportunity for an advanced Bachelor student to gain practical experience in public health, HIV programming, strategic information, coordination and international cooperation, while contributing to selected MCO priorities under supervision. The placement is designed to combine practical contribution with learning, mentoring and exposure to the work of UNAIDS and the UN Joint Programme in a country context.

2. Purpose of the fellowship

The fellowship is intended to expose the fellow to UNAIDS' convening, coordination and programme support role within nationally led HIV responses in Mozambique and Angola, while enabling a meaningful contribution to selected UNAIDS and UN Joint Team priorities.

Through supervised assignments, the fellow will develop introductory-to-intermediate skills in:

- Supporting multi-stakeholder coordination, meeting preparation and follow-up;
- Compiling, reviewing and communicating HIV-related evidence;
- Understanding HIV prevention, elimination of mother-to-child transmission (eMTCT/PMTCT) and community-led responses and monitoring;
- Supporting programme planning, review and documentation;
- Understanding the fundamentals of HIV financing, sustainability and integration with a focus on communities;
- Producing concise communication and knowledge products; and
- Documenting lessons and contributing to institutional learning.

3. Scope of Work and Indicative Allocation

The workplan will be adjusted to the fellow's academic background, demonstrated skills and learning needs. Assignments will remain appropriate to an fellowship and will be completed under supervision.

1. Coordination, convening, communication and knowledge management – 40%
2. Programme support: HIV prevention, eMTCT and community-led responses – 40%
3. Strategic information, community-led monitoring and sustainability – 20%

Across these areas, the fellow will learn how UNAIDS uses convening power, evidence, partnerships and community engagement to support coordinated, nationally led and sustainable HIV responses.

3.1 Coordination, Convening, Communication and Knowledge Management (40%)

The fellow will support the MCO's coordination and convening functions and gain practical exposure to how UNAIDS brings together Government, UN entities, communities and partners around shared HIV priorities.

- Meeting and coordination support**:** Assist with agendas, background packs, participant lists, logistical preparation, note-taking, action points and follow-up for selected UNAIDS and UN Joint Team meetings, consultations and coordination processes.
- Tracking and basic analysis: Maintain simple trackers of activities, milestones, partners and follow-up actions, and flag gaps, overlaps or delayed actions for supervisor review.
- Communication products: Prepare first drafts of concise meeting summaries, briefing notes, presentations, talking points and internal coordination updates, using approved sources and templates.
- Knowledge management: Organise documentation and record selected stakeholder engagements, good practices and lessons learned, including HIV-related events such as World AIDS Day and The Human Rights Day.
- Learning exposure: Attend selected coordination and partner meetings as an observer or support team member, with prior briefing and post-meeting reflection.

3.2 Programme Support: HIV Prevention, eMTCT and Community-Led Responses (40%)

The fellow will support selected programme functions, with emphasis on HIV prevention, elimination of mother-to-child transmission and community-led responses. Tasks may include:

- Compile, organize and quality-check programme information and reference materials;
- Prepare descriptive data summaries, background notes and presentations for planning, programme reviews and partner discussions;

- Participate in relevant technical meetings, programme reviews, consultations and, where feasible, field activities;
- Document selected implementation experiences, good practices, bottlenecks and lessons, without conducting independent evaluations;
- Support mapping of actors, interventions or service-delivery linkages; and
- Explore linkages between HIV priorities and sexual and reproductive health and rights, primary health care and humanitarian response, where relevant.

3.3 Strategic Information, Community-Led Monitoring and Sustainability (20%)

The fellow will support the collection, organization and use of evidence to inform HIV programming, community engagement and sustainability planning. Under close supervision, support may include:

- Compile and organize HIV epidemiological, programme, policy and financing information from approved sources.
- Prepare data summaries, evidence snapshots, presentations and briefs for programme reviews, planning meetings and partner dialogue.
- Support the documentation and synthesis of findings from community-led monitoring initiatives and community-generated evidence.
- Assist in compiling information and learning related to community systems strengthening, civil society engagement and social contracting mechanisms.
- Support background research and knowledge products on HIV financing, sustainability, transition, integration and domestic resource mobilization.

4. Supervision and Team Integration

The fellowship will be structured around learning through contribution. During the first two weeks, the fellow and supervisor will agree an inception workplan setting out priority assignments, products, milestones, learning objectives and reasonable adjustments, if required.

The fellow will receive:

- Orientation to UNAIDS, the MCO, the UN Joint Programme, office procedures, security, ethics, safeguarding, prevention of sexual exploitation and abuse, and data protection;
- A designated supervisor who is available at the start of the placement and throughout the fellowship, with a work partner designated when required;
- Regular supervision, normally through weekly check-ins, and timely review of draft products;
- Technical guidance from relevant UNAIDS colleagues;
- Exposure to selected Government, UN, community and partner processes;
- Opportunities to participate in relevant meetings, programme reviews, consultations, training and field activities, subject to role relevance and resources;
- A structured review approximately four weeks after commencement, a midpoint learning and performance review, and a final review; and
- An opportunity to present key outputs, learning and recommendations at the end of the fellowship.

Responsibility may increase progressively as the fellow becomes familiar with the context and demonstrates the required competencies. All external-facing products and communications require supervisor review and clearance.

5. Qualifications and Experience

The fellowship is suitable for a scholar with a strong interest in international cooperation, public health and programme coordination.

The successful candidate should be comfortable working with both quantitative and qualitative information and diverse partners.

5.1 Minimum Profile

- Enrolment in a Bachelor programme with at least the third semester completed by the application deadline; a third-year student profile is preferred for this placement;
- Studies in public health, global health, international relations, political or social sciences, economics, development studies, statistics/data science, public policy, communications, or another relevant field;
- Good academic performance and evidence of prior engagement with international topics;
- Very good written and spoken English;
- Ability to use standard office software, including word processing, spreadsheets and presentation tools;
- Ability to organise information, meet deadlines and produce clear written work; and
- Availability for a full-time fellowship

5.2 Desirable Assets

- Basic knowledge of public health, HIV, gender equality, health systems or development cooperation;
- Introductory experience with data analysis or visualisation;
- Experience in student organisations, volunteering, research assistance or multicultural teamwork; and
- Interest in Mozambique, Angola or Lusophone Africa.

6. Competencies

The fellow is expected to demonstrate UNAIDS values and core competencies, together with analytical thinking, effective communication, initiative, adaptability, cultural sensitivity, discretion and a strong service orientation.

UNAIDS values:

- Commitment to the AIDS response
- Integrity
- Respect for diversity

Core competencies:

- Working in teams
- Applying expertise
- Delivering results

7. Learning Objectives

By the end of the fellowship, the fellow should be able to:

UN, UNAIDS and UN Joint Team Coordination

Explain the mandate and operating model of UNAIDS and the UN Joint Programme within the UN Country Team; describe how convening and coordination support nationally led HIV responses; and demonstrate practical skills in meeting preparation, stakeholder follow-up and professional communication.

Programme Support

Demonstrate a foundational understanding of HIV prevention, eMTCT/PMTCT and community-led responses; explain how programme evidence is used to identify priorities and gaps; and describe how UN entities support Government-led strategy and policy development, planning, implementation, monitoring and review.

Strategic Information, Community Led Monitoring and Sustainability

Compile, organise and present HIV-related epidemiological, programme, community-led monitoring and financing information; undertake basic descriptive analysis under supervision; and explain key concepts related to sustainability, transition, integration and community leadership.

Communication

Produce concise, audience-appropriate briefs, presentations, data summaries, meeting notes and learning products; document implementation learning; and work effectively in a multicultural and multi-stakeholder environment.

Human rights and gender equality

Apply human rights, gender equality, confidentiality, safeguarding and meaningful community engagement principles when working with sensitive programmes and data, and reflect these principles in relevant products and recommendations.