TERMS OF REFERENCE

UNAIDS - Republic of Korea Fellowship Programme - Seoul National University

General Information	
Title/Description	**Fellowship – HIV Prevention**
Assignment Dates	6 months – March 2027
Duty Station	Johannesburg, South Africa
Department /Unit	UNAIDS – Regional Support Team, East and Southern Africa
Name of Supervisor	**Gloria Bille**, Senior Policy Adviser, Prevention and Regional Coordination

Terms of Reference for Fellowship - HIV Prevention

The fellow will be under the overall guidance and supervision of the Senior Regional Advise - Prevention, and with technical coordination with relevant Programme Officers, as well as the JPO Focal Point at the UNAIDS Headquarters for career development and administrative issues.

Duties and Responsibilities

The fellow – will be based in the UNAIDS Regional Office in Johannesburg-South Africa. Under the day-to-day supervision and guidance of the Senior Regional Advise -Prevention, the fellow will support initiatives and provide technical support in key areas for results-based HIV Prevention programme. Specific tasks include:

Effective Programme and Project Management

- Provide programmatic and operational support to the HIV Prevention activities, including planning, coordinating, implementing, monitoring, and reporting of all agreed interventions.
- Analyze the progress of implementation, identify constraints and gaps in implementation and recommend appropriate responses for further action by the Country Office.
- Regularly update on the status of budget expenditure.
- Organize and prepare briefs and feedback to countries on HIV Prevention updates.
- Assist in the coordination meetings and interactions with countries for HIV Prevention focal persons.
- Actively participate and contribute to the HIV Prevention programming.

Monitoring & Evaluation

- Assist with the annual work planning and ensure accurate inputs to the year-end reporting on results.
- Assist with baseline surveys, reviews, evaluations, and other assessment activities.
- Regularly track and analyze HIV Prevention indicators and sites, and gather up-to-date, relevant, and strategic information for periodic progress reports, information sharing and guiding programmatic decisions.
- Contribute inputs to RST planning, implementation, and evaluation processes.

Advocacy, and Partnership Building

- In coordination with the Advocacy and Communication Adviser at RST, regularly identify, synthesize, and record best practices and lessons learned linked to HIV Prevention interventions.
- Actively involved in social media for HIV Prevention new information sharing
- Using identified good practices, contribute to knowledge networks and communities of practice.
- Maintain close liaison with co-sponsors.
- Regularly scan donor websites and read donor strategies to identify potential opportunities for collaboration.
- Consolidate donor intelligence on HIV Prevention, identify and provide timely advise on funding opportunities.
- Be actively involved in assisting with concept papers and proposal preparation.
- Proactively reach out to other programme and fostering coordination, collaboration, and synergies.
- Any other relevant activities/responsibilities as assigned by the supervisor.

Qualifications and Experience

- Postgraduate degree in social sciences or related fields with specialized knowledge in the field of Development studies, International Affairs, Political Science, Public Health, or Health Economics.
- Fluency in English and the ability to write clearly and concisely on English.
- Administrative, management and organizational skills, including time management required.
- Exposure to professional or academic training on HIV Prevention is desirable.
- Initiative, sound judgment and demonstrated ability to work harmoniously with staff members from different national and cultural backgrounds.

- Proficiency in computer applications and presentation skills are essential: MS Word, MS Excel, MS PowerPoint, etc.

Required Competencies

Values: Exemplifying integrity, demonstrating commitment to UNAIDS and the UN System, embracing cultural diversity**,** Embracing change

Core Competencies: achieving results, being accountable, Developing and applying professional expertise/business acumen, thinking analytically and strategically, working in teams/managing ourselves and our relationships, Communicating for impact

Functional Skill Set

- Communicating in a credible and effective way, advancing a policy-oriented agenda
- Providing conceptual innovation to support program effectiveness.
- Strategically positioning UNAIDS HIV Prevention agenda in the region
- Building and promoting partnerships across the organization and beyond
- Facilitating quality programmatic results