



UNODC

United Nations Office on Drugs and Crime

Regional Office for the Middle East and North Africa

I. Job Information

Job Title:	National Project Officer (HIV/AIDS Prevention and Care)
SC Range:	SB-4 / SC9
Project Title/Department:	HIV and AIDS Prevention, Treatment, Care and Support among people who use drugs and live in closed settings
Duration of service:	6 Months (renewable upon satisfactory performance and availability of funds)
Work status (full time / part time):	Full time
Duty Station:	Cairo, Egypt
Reports to:	Programme Coordinator (HIV/AIDS Prevention and Care) in the UNODC Regional Office for the Middle East and North Africa.

II. Background Information

UNODC technical assistance activities in the Middle East and North Africa (MENA) are undertaken under the broad framework of the *Regional Framework for the Arab States 2023-2028*. The Regional Framework articulates six focus areas for guiding UNODC-implemented programming at the regional and national levels whilst applying six key accelerators across all programmatic interventions to speed up progress and maximize efforts towards fast-tracking the SDGs:

1. A balanced approach to drug control.
2. Strengthening the response to organized crime.
3. Combating trafficking in persons and smuggling of migrants.
4. Action against corruption and financial crime.
5. Preventing and countering terrorism and violence; and

6. Strengthening crime/violence prevention and criminal justice.

Under a balanced approach to drug control, and based on a solid track record and within its mandate in the areas of HIV/AIDS Prevention and Care in prison settings, UNODC is implementing a regional programme, HIV and AIDS Prevention, Treatment, Care and Support among people who use drugs and living in closed settings that support countries in the Middle East and North Africa including Egypt with access to comprehensive HIV services in prisons as part of the effort to achieve universal access to HIV prevention, testing, treatment and care for incarcerated populations.

UNODC's work on drugs and health is inextricably linked to multiple Targets of SDG 3 (Ensure Healthy Lives and Promote Well-Being for All at All Ages), including 3.3 by 2030, end the epidemics of AIDS, tuberculosis, malaria and neglected tropical diseases and combat hepatitis, water-borne diseases and other communicable diseases.

The incumbent will work under the direct supervision of the Regional Programme Coordinator at the UNODC Regional Office in Cairo, under the overall supervision of the Regional Representative of ROMENA. He/she will technically lead UNODC HIV mandates and prison health projects with key stakeholders in Egypt.

Work implies frequent interactions with the following:

Counterparts, officers and technical staff in relevant Secretariat units and UN funds, UNJT programmes, and other UN specialized agencies; senior-level officers in national governments, international organizations, consultants.

III. Purpose of the assignment

Within assigned authority, the National Project Officer will assist in the implementation of the regional project "HIV and AIDS Prevention, Treatment, Care and Support among People who Use Drugs and Living in Closed Settings" and its workplan for Egypt.

This will include:

- Coordinate the planning and implementation of the project activities as outlined in the project document/work plan.
- Contribute to the implementation of UNODC technical assistance in relation to the project by providing substantive, technical and logistical support.
- Work in close collaboration with National Counterparts UNODC staff in the Egypt country office, ROMENA, and HQs to coordinate activities, exchange information, and ensure consistent service delivery.
- Work on programme development with a view to ensure the continuous expansion of ROMENA portfolio on Prevention of Drug Use, Treatment and Care of Drug Use Disorders and HIV/AIDS Prevention and Care.

In particular, the incumbent will be responsible for the following specific duties:

- Prepare detailed work plans and accompanying budgets and budget revisions for the timely and realistic achievement of the project objectives and monitor expenditures as per the funding agreement.

- Ensure timely project review, revisions, monitoring, and completion of related reporting obligations.
- Coordinate with the project team in ROMENA, organize all procurement of services as per project activities and in line with UN procurement regulations and financial rules, and support quality assurance of deliverables.
- Develop, plan, and organize activities of HIV Prevention, Treatment and Care both at the community and closed settings in Egypt.
- Maintain and support smooth coordination with national counterparts, ensuring substantive engagement with institutions and structures to facilitate the implementation of UNODC's project activities.
- Contribute to the delivery of technical assistance pertaining to capacity building at the national level, in accordance with overall strategy and priorities, including in collaboration with the national counterparts.
- Participate in needs assessment consultations and in substantive discussions with the national authorities and contribute to the drafting of mission/meeting reports.
- Prepare background papers, correspondence with government working papers, mission reports, presentations, policy proposals and ad hoc reports pertaining to HIV prevention, treatment, and care.
- Support the planning, management, coordination, and implementation of projects activities as outlined in the relevant projects' documents.
- Support the preparation of detailed work plans and accompanying budgets and budget revisions for all project activities, as well as the timely and accurate submission of progress and financial reports.
- Provide support to the timely project review, revisions, monitoring, and completion of related reporting obligations.
- Support the monitoring of the implementation of all project activities and report on the progress in close coordination with UNODC ROMENA Operations.
- Oversee the procurement of materials and equipment and supervise their delivery in close coordination with UNDP Palestine and UNODC ROMENA Operations.
- Assist in the organization and conducting of training courses, study tours, official meetings, and other project-related activities.
- Assist in the organization and provide logistical support for expert/project staff missions as required.
- Draft concept notes, project proposals, and related budgets to ensure continuity of technical assistance and the expansion of the ROMENA portfolio.
- Support the implementation of the UNODC gender strategy.
- Help in managing communications, including producing internal reports and newsletters.
- Familiarize themselves with the UMOJA system and its processes.
- Perform other duties as required.

IV. Core Competencies and Critical Success Factors

Professionalism: Has knowledge and understanding of theories, concepts and approaches relevant to health in general, communicable disease and non-communicable disease among people who use drugs and living in closed settings in particular. Has knowledge of policies and practices in drug use and prison health matters as well as in the mandates of the United Nations Office on Drugs and Crime. Has very good research and analytical skills. Can identify issues, analyse, and participate in the resolution of issues/problems. Can apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and organizing Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

V. Qualifications Requirements

Education	An advanced university degree (Master's degree or equivalent) in Medicine, Public Health, communicable and non-communicable disease or related field; or a first-level university degree in Medicine, Public Health, communicable and non-communicable disease or related fields in combination with two additional years of qualifying experience may be accepted instead of the advanced university degree.
Experience	At least two years of experience with a Master's degree or 4 years with a Bachelor's degree in project management, human rights, criminal justice, drug control, prison reform, health or related areas, is required. Experience in managing health or HIV projects and exposure to international development cooperation is highly desirable. Experience in working with international development partners on donor-funded projects. Work experience in comparable functions with the United Nations or similar international organisation is desirable. Work experience in the United Nations system and/or in a similar international organization is desirable.
Language Requirements:	Fluency in English and Arabic, i.e., oral and written proficiency, are required. Knowledge of another UN official language is an advantage.

Skills:	Excellent reporting and drafting skills for routine correspondence and proficiency in related computer skills (Excel, Word, PowerPoint).
Others:	Knowledge of web-based financial management and Enterprise Resources Planning (ERP) financial management systems is desirable.

Interested candidates should submit their duly filled P.11 [form](#) and a cover letter explaining why they think they are the best candidate for the position to unodc-egythr@un.org; by **close of business 19 August 2024, writing in the subject line the title of the position.**

Only short-listed candidates will be contacted