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I. Position Information

Job Code Title: Project Associate (UNDP Project on HIV/AIDS funded by the Global Fund)
Reports to: National Project Director
Duty Station: Center for Communicable Disease Control (CDC) - HIV/AIDS Component – Tehran, Iran

Type of Contract: Service Contract
Level of Post: SC6
Duration: Six months with possibility of extension

II. Organizational Context

The project titled "Enhancement of National HIV Response with Focus on Target Beneficiary Groups in line with the fourth National Strategic Plan (NSP) 2015-2019" is funded by the Global Fund's New Funding Model (NFM) program to support Iran's response in controlling the growth of HIV/AIDS prevalence and incidence.

The key objectives of the project are: Objective 1- By the end of 2019, at least 90% of the IDUs should use sterilized and non-shared devices for injection in their last injection, Objective 2- By the end of 2019, the percentage of Vulnerable Women (VW) who have used condom in their latest sexual contact should reach 20%, Objective 3- By the end of 2019, 90% of the estimated pregnant women infected with HIV should be covered by standard treatments in line with prevention of mother-to-child transmission, and Objective 4- By the end of 2019, more than 90% of the advanced HIV/AIDS infection cases who have started their treatment a year ago, will adhere to treatment.

The United Nation Development Program (UNDP) Iran country office as the Principal Recipient (PR) works with the Country Coordinating Mechanism (CCM) and four Sub-recipients (SRs) in implementation, monitoring, and evaluation of the project. The SRs are: Center for Disease Control of Ministry of Health (CDC), State Welfare Organization (SWO), Iranian Prisons Organization (PO), and Deputy of Health of Ministry of Education (MOE).

Under the direct supervision of the National Project Director and in close coordination with HIV/AIDS national programme manager and UNDP project manager, the Project Associate support implementation of HIV/AIDS project activities as reflected in the approved project work plan and ensure high quality of project performance and achievement of intended results.

III. Functions / Key Results Expected

Summary of Key Functions:

- Support to formulation of programme strategies and implementation of the fourth HIV/AIDS

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<p>National Strategic Plan (NSP4)</p> <ul style="list-style-type: none">❑ Support to the head of HIV/AIDS Unit of the CDC❑ Administrative support to the HIV/AIDS Unit❑ Facilitation of knowledge building and knowledge sharing
<p>1. Supports formulation of programme strategies and implementation of the fourth HIV/AIDS National Strategic Plan focusing on achievement of the following results:</p> <ul style="list-style-type: none">❑ Collecting, analyzing and presenting background information for preparation of reports needed for managerial level of the SR;❑ Providing effective support to the HIV/AIDS national programme manager of CDC to ensure mobilization of all project inputs.
<p>2. Provides effective support to the head of HIV/AIDS Unit and management of CDC focusing on the achievement of the following results:</p> <ul style="list-style-type: none">❑ Conducting M&E activities such as field visits and preparing reports and recommendation for better implementation and quality assurance purposes;❑ Close monitoring of the project work-plan, substantially and financially, analyzing the progress and providing the project team including the SR and UNDP with constructive recommendations and following up the needed actions.❑ Providing operational support to designated Sub-Recipient (SR) which is CDC in consistency with the project work plan, perform framework, policies and procedures of the Government of I.R. Iran, UNDP Iran, and the Global Fund.❑ Coordinating procurement of goods/services. This includes preparation of the TOR/Specifications, as well as pursuing selection procedures under the guidance of the direct supervisor and with close coordination with UNDP;❑ Following up on performance indicators/success criteria, targets and milestones of the project;❑ Organizing regular and ad hoc technical internal/external meetings, workshops and any other related events with implementing partners.❑ Providing support to the direct supervisor in recruitment, supervision and management of project personnel. This includes preparation of Terms of Reference (TOR), pursuing and support of recruitment procedures in coordination with UNDP.❑ Providing backstopping support to the supervisor and other team members as required.❑ Timely identification and resolution of implementation challenges.❑ Any other tasks as required in the context.
<p>3. Provides administrative support to HIV/AIDS Unit focusing on achievement of the following results:</p> <ul style="list-style-type: none">❑ Preparing the agenda, minutes of meeting as required by the supervisor;❑ Assisting in preparation of various project reports as required by the supervisor.❑ Any other administrative tasks as required in the context.
<p>4. Ensures facilitation of knowledge building and knowledge sharing focusing on achievement of the following results:</p> <ul style="list-style-type: none">❑ Participating in training activities and provide reports of the event for the supervisor and other staff of HIV/AIDS Unit.❑ Ensuring facilitation of knowledge management.

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- Synthesis of lessons learnt and best practices in programme;
- Sound contributions to knowledge networks and communities of practice;

IV. Impact of Results

The key results have an impact on the successful achievements of project objectives.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme implementation
- Provides background information to identify opportunities for project development and helps drafting proposals

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Resource Mobilization

Level 1.1: Providing information for resource mobilization strategies

- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

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- Demonstrates in-depth understanding and knowledge of the current guidelines and utilizes these regularly in work assignments

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each Service Contract holder.**
- Informed and transparent decision making

VI. Recruitment Qualifications		
Education:	Secondary Education, preferably with specialized certification in health. University Degree in Health, Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement.	
Experience:	6 years of progressively responsible administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.	
Language Requirements:	Fluency in Persian and English, both written and spoken.	
VII. Signatures- Job Description Certification		
<i>Incumbent (if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date