



## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### Preamble:

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers.

In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities.

In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

1. **UNV Assignment Title:** HIV/AIDS Programme Officer
2. **Type of Assignment:** International UN Volunteer Specialist
3. **UNV Programme Strategy:** Access to primary health care, services and HIV/AIDS awareness at community level improved
4. **Project Title:** HIV/AIDS Project
5. **Duration:** 24 months
6. **Location, Country:** Windhoek, Namibia
7. **Expected Starting Date:** January 2013

### 8. Brief Project Description

Namibia's first case of HIV infection was reported in 1986. Today the country has a generalized, mature epidemic throughout society, with HIV primarily transmitted through heterosexual means.

In 2010/11, approximately 9,300 people were newly infected with HIV: approximately 25 new infections per day. Of the new infections in 2010, about 40 percent were among young people aged 15-24; and 68 percent of the new infections in this age group were among young women. In 2010/11, 9,900 women were in need of PMTCT services (High bound estimates). This number is expected to reduce to approximately 6,500 by 2015/16 (High bound estimates).

Although Namibia has made remarkable progress in rolling out ART services to those in need, the number of people in need of treatment is foreseen to increase: from 99,700 in 2010/11 to 158,000 by 2015/16 (High bound estimates). This includes 12,600 children under the age of 15 who are in need of treatment in 2010/11 (High bound estimates). This highlights the importance of programmes to improve adherence and patient retention in the ART programmes.

The biggest contributors to HIV new infections are multiple concurrent partners, unprotected marital sex, unprotected casual sex and mother to child transmission and social aspects such as excessive alcohol consumption leading to unprotected sex. These factors are further endorsed by the United Nations Common Country Assessment (CCA 2005) which identifies the low status of women, high levels of



unemployment, high mobility especially males in search of jobs as some of the underlying causes of spread of the HIV&AIDS epidemic in Namibia<sup>1</sup>.

Moreover, the HIV&AIDS response in Namibia is guided by the National Strategic Framework 2010/11 – 2015/16. It is with this background that UNDP supports the implementation of HIV programmes within the public sector to strengthen leadership commitment to support and accelerate the HIV&AIDS responses.

UNDP supports the Government of Namibia to scale up national as well as local HIV&AIDS responses. Since 2006, the HIV programme is being implemented through the Office of the Prime Minister the Ministry of Regional Local Government Housing and Rural Development, and LAC from the civil society organizations. One key component of this support is HIV internal and external mainstreaming into the public sector.

**9. Host Agency/Host Institute:** United Nations Development Programme (UNDP)

**10. Organizational Context:**

UNDP Namibia Country Office aims to reinforce its capacity to improve effective and efficient implementation of development projects. This is in support of the improved governance, service delivery package of the CO as contained in the zero draft of the partnership management and resource mobilization strategy, 2010. Further, it specifically respond to the current emerging needs of the UNDP working environments, whereby it is expected that all programme activities be regularly and consistently monitored, evaluated and reported using international best practices and standards for project implementation. UNDP Namibia is therefore in need of the services of an Intern to support its developmental efforts.

**11. Type of Assignment Place:** Family duty station

**12. Description of tasks:**

Under the overall guidance of the Assistant Resident Representative for the Governance, HIV and Gender Unit within UNDP, the UNV volunteer Specialist shall be supporting the HIV and AIDS Programme Analyst in the management of UNDP's HIV/AIDS Governance and Prevention Programmes. The incumbent shall be responsible for analyzing and reporting on the political, social and economic trends and leading the formulation, management and evaluation of programme activities. The UN Volunteer Intern will work in close collaboration with the Governance, HIV/AIDS and Gender team programme staff in UNDP as well as other UN Agencies through the UN Joint Programmes of support (JUTA) to implement planned activities under the HIV programme.

In collaboration with the Assistant Resident Representative and the UNDP Senior Policy Advisor, the volunteer will support provision of substantive leadership and technical support to government ministries, UN agencies and institutions responsible for Scaling up the National Response aimed at the reduction of HIV/AIDS impacts in Namibia. More specifically the UN Volunteer Specialist shall be responsible for:

- a) Supporting advocacy for the implementation of the newly approved National Strategic Framework on HIV and AIDS;
- b) Actively participating and contributing to the Joint UN Programmes on HV/AIDS as well as collaborating with other UN agencies on the overall implementation of HIV/AIDS programmes as outlined in the signed work plans;
- c) Providing support for the integration of gender, HIV prevention, treatment care and support as well as poverty reduction strategies in planning and budgeting processes of government;
- d) Supporting the coordination and capacity building initiatives to the Public Sector, Private Sector and Civil Society Organizations responsible for implementing HIV and AIDS programmes;

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<sup>1</sup> UNDAF 2005 page 4



- e) Strengthening corporate governance for HIV/AIDS responses within sectors and Civil Society Organizations through integrated Leadership for development programmes;
- f) Providing the necessary guidance, support and advocacy for implementation of national programmes aimed at strengthening HIV/AIDS responses in partnership with the Ministry of Health and Social Services; and
- g) Supporting the documentation, monitoring and evaluation processes for HIV and AIDS programmes in close collaboration with the Ministry of Health and Social Services;
- h) Carrying out any other tasks delegated by the supervisor

Furthermore, UN volunteer Specialist shall be encouraged to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark IVD);
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country;
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities;
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.;
- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers;
- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

### **13. Results/Expected Output:**

- The key results will contribute to the success of UNDAF formulation process and to the design, operation and implementation of programmes as outlined in the National Strategic Framework
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

### **14. Qualifications/Requirements:**

#### **a) Qualifications**

- Masters degree in Public Health or
- Masters degree in management of HIV and AIDS programmes in developing countries or
- Degree in social anthropology or
- Any other degree in social sciences related to the requirements stated above.

#### **b) Competencies**

##### **Teamwork:**

- Ability to establish and maintain effective working relationships with people of different nationalities and cultural backgrounds;
- Work collaboratively with colleagues to achieve organisational goals.

##### **Planning and Organizing:**

- Ability to identify priority activities and assignments within the areas of responsibility;
- Able to work independently with a high degree of responsibility and to perform duties under pressure and within deadlines;

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inspiration in action

- Ability to implement and supervise programme activities that are consistent with agreed strategies.

**Managing performance:**

- Ability to accurately judge time and resources needed to accomplish tasks and to match tasks to skills;
- Ability to monitor progress against targets, milestones and deadlines;
- Willingness to delegate appropriate responsibility and accountability, whilst supporting creativity and initiative;

**Computer skills:**

- Experience in the usage of computers and office software packages (MS Word, Excel, etc).
- Knowledge of spreadsheet and database packages would be an advantage

**Language skills:**

- Fluency in spoken and written English.
- Knowledge of other Namibian local languages

**15. Living Conditions:**

The UNV Volunteer Intern will be based within the UNDP Namibia Country Office. It is located in Windhoek, the capital city of the Republic of Namibia. The city has a population of about 250 305 and is cosmopolitan in nature, consisting of people of all walks of life. It is relatively safe, very peaceful and has a good and easily accessible transport and communication network systems. There is ample access to various social amenities and the standard of living is very close to that of Europe. The climate is pleasant with a mild winter from May to August and a hot summer (high temperature but very low humidity) from September to April.

**16. Conditions of Service**

A 12-month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities, equivalent to US\$ 1,944.00 for single person, US\$ 2,194.00 for person with one dependant, and US\$ 2,394.00 for person with two or more recognized dependants; settling-in-grant (if applicable); life, health, and permanent disability insurance; return airfares (if applicable); resettlement allowance of US\$ 150 per month for satisfactory service.

Description of Assignment prepared by:

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Date: 20 July 2012

Description of Assignment approved by:

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Date: 20 July 2012

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UN Volunteers is administered by the United Nations Development Programme (UNDP)