

## Role Description – Temporary Assignment

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### ASSOCIATE SPECIALIST – HIV POLICY AND PARTNERSHIPS - 100% (STARTING MID OCTOBER 2021 - ENDING MID JULY 2022)

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#### 1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on [www.theglobalfund.org](http://www.theglobalfund.org)

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## 2. Rôle description

### Summary

Reporting to the Head of HIV, the (Associate) Specialist-HIV Policy and Partnerships will drive and oversee the optimal management and monitoring of the HIV Strategic Initiative on Condom Stewardship (US\$5 million), manage the HIV Situation Room involving multiple external stakeholders.

As a Project Manager for the US\$5 million Strategic Initiative, the (Associate) Specialist is to ensure strategic integration of catalytic and grant-related condom investments (i.e. strategic initiative, matching funds and country grants) towards anticipated outcomes. They will develop and manage the SI workplan for routine program and budget tracking, along with regular monitoring on progress on key deliverables. They will lead in the development of a start-up plan and will create the disbursement plan for the entire project. This position will serve as a regular liaison between the implementor (UNAIDS) and relevant Global Fund teams (i.e. Strategic Initiatives Program Management Office and Country Teams) to ensure alignment at both strategic/policy and operational levels.

This position will also lead and effectively manage the HIV Situation Room (HIVSR), to ensure technical cooperation and consensus for the implementation of Global Fund grants in a timely manner. They will collaborate with Disease Advisors, Country Teams and other partnership focal points as required to build and enhance partnership relationships among technical partners. The (Associate) Specialist will build and maintain a system and processes that ensure that the HIV Situation has actionable agreements, clear responsibilities, measurable outputs that contributes to impact of Global Fund investments

### Key Responsibilities

#### Management of Strategic Initiative (60%)

In close collaboration with the Senior Advisor-HIV Prevention, the (Associate) Specialist will serve as project manager for the Condom Stewardship strategic initiative to ensure strategic integration of catalytic and grant related condom investments (Strategic Initiative, Matching Funds, grant) towards anticipated outcomes.

More specifically:

- They will develop work and disbursement plans, negotiate project agreements, and finalize contract with UNAIDS
- They will develop the SIs start up plan and launch, including information sessions with Country Teams.
- They will lead in routine program and budget tracking, progress on key deliverables, and sharing of key findings/lessons learned.
- They will serve as the focal point between UNAIDs and Country Teams, liaising regularly to improve the availability and quality of technical support provision in-country.
- They will lead the compilation, documentation and sharing of lessons learned to help inform course correction and decision-making, as needed.
- In addition to these responsibilities, the (Associate) Specialist will play an integral role in other activities including project evaluation, thought-leadership development, and disseminating and communicating results.

#### HIV Situation Room and Partnership Management (40%)

- They will manage the HIV Situation Room (HIVSR), ensuring that all partner consultations on country-specific or thematic bottlenecks occur in a timely manner to ensure technical cooperation and support for the implementation of Global Fund grants.
- They will track and consolidate agreed action points and assesses partner consistency with HIVSR performance targets to increase transparency, objectivity and reliability of partnership process.
- They will lead coordination with partners in planning and implementation of interagency missions, with regular follow-ups.

*Subject to change by the Executive Director at any time at his sole discretion.*

## Key metrics

Effective management and implementation of the Condom Strategic Initiative:

- Effective Strategic Initiatives work planning and coordination
  - GAC approval
  - Timely contracting, work plan defined and start up plan adhered to
  - Strategic Initiatives Program Management Office reporting
  - Quality of integrated reporting (semesterly)
  - Quality of engagement with various stakeholders
  - Effective relationship management and clear/timely communication with internal and external stakeholders
- Lead the thorough planning, effective operation and follow-up of HIV Situation Room:
- Conduct weekly Chairs' and bi-weekly HIVSR meetings
  - Develop and monitor action points tracker; building greater partner accountability
  - Plan for yearly co-Chairs' retreat to plan year ahead and set agenda/priorities

The **"Role Summary"** is a brief summary of why the job exists and/or what the job is expected to accomplish.

The **"Key Responsibilities"** section lists the most important outcomes or "key" end results (not duties) of the job in descending order of importance. It should focus on the job (not any specific incumbent) as it exists today. Each responsibility or key result area should be accurately defined in a single sentence with an active verb, which provides a positive indication of what has to be done. The level of responsibility of the incumbent should also be clear in the way the key functions are defined (e.g., lead; lead, under the supervision of..., draft, finalize, implement, recommend) and should follow the what-how-why pattern – what is done, how it is done (if there is something that needs to be said on this) and what purpose it serves. There should generally be not more than 5 to 7 key responsibilities.

The following needs to be clear from reading the key responsibilities of the job:

- The way that the required knowledge (depth and breadth, contained in the person specification section) is going to be applied and used, i.e., is a straightforward execution of work required (at one end of the spectrum) or will knowledge need to be integrated and used to develop new strategic principles (at the other end of the spectrum)?;
- The difficulty of the problems to be solved and the extent to which judgment and analysis must be exercised (i.e., routine problems with limited alternatives vs need for original analysis and complex problem solving with far reaching impact);
- The interpersonal and communications skills required by the job;
- The potential influence on organizational objectives, the sphere of influence and the time-horizons of decisions;
- Any direct financial accountability (either for revenue generation or budget spend) and the breadth of the role's impact (immediate work area vs broad impact on entire organization).

The **"Key Metrics"** section gives the main criteria or measurements by which performance on the job can be assessed, showing how value is added and how the contribution of different incumbents is differentiated (e.g., quality of input into policy development, quality of key deliverables/outcomes, quantitative figures).

**Departments/teams/other roles** referred to in "Key internal relationships should be consulted and given an opportunity to review the job description and to provide inputs for clarifying the role.

The **"Person Specification"** lists the requirements for an incumbent to be operational in the role, in terms of education, experience and competencies (including languages). Minimum essential requirements necessary for job execution should be clearly differentiated from desirable attributes, under "Essential" and "Desirable". The person specification does not determine the grade level of a position; rather it makes explicit what is required from an incumbent in order to successfully attain the key required outcomes of the role.

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### 3. Candidate profile

#### Competencies

##### Organizational Competencies:

- Global Fund awareness and mind-set – Level 2
- Service orientation – Level 2
- Project Management – Level 2
- Collaboration – Level 2
- Drive for results – Level 2
- Adaptability – Level 2

##### Functional Competencies:

(As per role Job Family including expected level for the role)

- Project Management: Knowledge of project management principles to effectively navigate change. Ability to structure & manage process, plans, stakeholders, budgets and resources to achieve scope, quality, cost and time goals efficiently – Level 2
- Country Context: Awareness of political, economic and geographical/infrastructure factors specific for each of the served countries, enabling advisory and true assistance (instead of “one-fits-all” approach) – Level 2
- Due Diligence: Ensuring an appropriate spend of money by means of making informed decisions and initiating actions only after investigating all facts, conditions, rules, laws, regulations, financial considerations, or any other such matters – Level 2
- Analytical: Understanding of analytical techniques related to the assessment of quantitative and qualitative information – Level 2
- Business: Understanding of the organizational and business mechanism; operating knowledge of pragmatic and practical solutions that help translating ideas into specific plans, goals and KPIs within Global Fund – Level 1
- Geopolitical awareness: Knowledge/sensitivity regarding social, political, economic realities and dynamics in specific geographies in order to use appropriate influencing and dialogue strategies, respond to challenge and problem arising – Level 2
- Global/Public Health: Knowledge of public health issues associate with malaria, tuberculosis or HIV/AIDS, Sexual or reproductive health – Level 2.
- Multicultural understanding: Sensitivity to multicultural differences and general awareness of how they impact cooperation, ability to use it in cooperation with partners representing other cultures.
- Operational policy: Knowledge of the Global Fund operational policies related to grant cycle – Level 2
- Strengthening systems for health: Knowledge of how strengthening health systems helps to prevent, detect and respond to future health crises and reduces risks for individuals and communities.

##### Languages:

Excellent knowledge of English and preferably a good working knowledge of French.  
Knowledge of other languages would be an asset.

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### 4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: [cv.tgf@procadres.com](mailto:cv.tgf@procadres.com)

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