

Terms of reference for a short-term assignment (June-November 2021) in the External donor Relations Department of UNAIDS

Mandate of the Department/Division

The External and Donor Relations Department leads efforts to mobilise resources for the Joint Programme and advocates for and builds strategic partnerships with governments, intergovernmental and regional bodies, parliamentarians and other policy makers, academic institutions and experts, corporations, philanthropies, foundations and other donors, including individual donors, to support the overall AIDS response and the specific goals of UNAIDS.

The department is responsible for managing key partnerships with funding mechanisms including the World Bank, UNITAID and regional Banks. It supports collaboration with partners such as Global Fund, PEPFAR, BRICS, the AU and Cosponsors and leads the work of the Organization in engaging external partners towards sustainable responses to AIDS and global health in the SDG era.

1. Key responsibilities

Under the overall guidance of the Senior Adviser Donor Relations, the incumbent will be responsible for carrying out the following tasks:

- Contribute to UNAIDS' reporting requirements through interaction and communication with departments and units in UNAIDS at country, RST and HQ levels.
- Maintain a calendar of donor reports required and assist the Donor Relations officers in collecting and presenting reports to donors in an innovative and persuasive manner.
- Establish regular interactions with UNAIDS staff to obtain information about UNAIDS activities that can be highlighted to donors.
- Help staff in department in creating donor pitches and other relevant communication material for upcoming events (PCB, HLM, funding dialogue among others) to support dissemination of UNAIDS activities to key donors and stakeholders to aid resource mobilization.
- Coordinate and prepare briefing documents for the Executive Office and other UNAIDS Departments as well as outgoing missions by UNAIDS staff to donor capitals and incoming donor missions to UNAIDS.

2. Linkages with other units

Internal	Purpose
<ul style="list-style-type: none">▪ Programme Branch, RSTs and country offices.	Develop programme and fast-track implementation related fund-raising proposals.
<ul style="list-style-type: none">▪ Maintain effective communication with the Executive Office to ensure effective and timely coordination and to promote attainment of common objectives.	Provide policy and strategy support including briefings.

<ul style="list-style-type: none"> ▪ Work with Finance and Administration Team to ensure appropriate communication of funding requirements to donors as well as donors' understanding of UNAIDS resource management. 	<p>Ensuring that funding proposal and grant agreements are compliant with UNAIDS rules and procedures.</p>

External	Purpose
<p>Liaise with donors, foundation, civil society and the private sector.</p>	<p>Fundraising possibilities for programme areas.</p>

3. Post requirements: knowledge and experience

EDUCATION

Essential: Advanced university degree in international relations, social and/or political science, public administration/management, or comparable academic preparation. First university degree and 4 years of relevant work experience will be considered as equivalent.

EXPERIENCE

Essential: At least two years of experience in working in the field of donor relations and/or resource mobilization for a bilateral or multilateral development organization with emphasis on writing donor reports.

Desirable: Relevant UN System experience.

LANGUAGES

Essential: advanced level of English.

Desirable: working knowledge of any other UN language an asset.

FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS

A good knowledge of donor organizations and issues relating to donor funding; good proposal writing skills, knowledge of the multisectoral dimensions of AIDS and of global development issues.

4. UNAIDS Values

1. Commitment to the AIDS response
2. Integrity
3. Respect for diversity

5. Core competencies

1. Working in teams

2. Communicating with impact
3. Applying expertise
4. Delivering results
5. Driving change and innovation
6. Being accountable

6. Managerial competencies

1. Vision and strategic thinking
2. Leading teams
3. Managing performance and resources
4. Developing and empowering others
5. Exercising sound judgement
6. Building relationships and Networks

If you are interested, please send your CV to Valerie Cazade cazadev@unaids.org with cc to Inge Tack tacki@unaids.org before 25 of April 2021.