**JOB PROFILE**

**Title:** Deputy Executive Director, Policy, Advocacy and Knowledge Branch  
**Grade:** ASG  
**Post No.:**  
**Division/Unit:** Policy, Advocacy and Knowledge Branch  
**Location:** Geneva, Switzerland

**Mandate**

The Joint United Nations Programme on HIV/AIDS (UNAIDS) is an innovative partnership that leads and inspires the world to achieve its shared vision of zero new HIV infections, zero discrimination and zero AIDS-related deaths. UNAIDS unites the efforts of 11 UN organizations—UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank and a Secretariat - and works closely with global, regional and national partners towards ending the AIDS epidemic by 2030 as part of the Sustainable Development Goals.

The Policy, Advocacy and Knowledge (PAK) Branch provides leadership and coordinates support for an expanded and integrated UN system response to AIDS at country, regional and global levels to deliver on the Global AIDS Strategy 2021-2026: End Inequalities, End AIDS. It promotes the development and establishment of enabling policy, law and fiscal environments to support the end of AIDS. The PAK branch also supports the delivery of the UNAIDS mandate by coordinating knowledge management, partnerships and political influencing, and communication functions for the organization.

**1. Key responsibilities**

The Deputy Executive Director – PAK Branch (DXD PAK) supports the Executive Director of UNAIDS in the overall management of the Joint Programme and leads or is involved, directly or indirectly, with all aspects and levels of its work. The DXD PAK, within his/her delegated authority, may assume responsibility for running the UNAIDS Secretariat in the absence of the Executive Director.

Under the overall guidance of and in collaboration with the Executive Director, the DXD PAK is responsible for:

Vision and Strategy

1. Provide a vision for UNAIDS global strategic guidance and policy related to human rights, gender equality, communities, key populations and equitable financing with the aim of achieving targets of the Global AIDS Strategy and its alignment to the SDGs.
2. Lead on effective approaches to ending the AIDS epidemic as a public health threat including through partnerships with bi-lateral and multi-lateral aid organizations, Non-Governmental Organizations, corporations, community and faith -based organizations, and people living with HIV.

3. Provide authoritative specialized advice and support to Governments, Joint Teams, and UNAIDS Cosponsors at all levels and in all aspects of equitable financing, policy, law, gender equality, communities, key populations and human rights.

4. Oversee the mobilization of communications, partnerships, political influencing, advocacy, and knowledge management strategies for the whole of UNAIDS across issue areas.

Leadership

1. Develop and lead the PAK Branch with a strong emphasis on human rights, gender equality, communities and key populations; equitable financing for HIV epidemics and health; communications, advocacy, partnerships and influencing - providing overall guidance and direction on policy and strategies.

2. Ensure strategic delivery of the PAK Branch’s vision by motivating and engaging staff members, planning and managing resources effectively, embracing innovative approaches, strengthening relationships between teams, and fostering a respectful working environment.

3. Champion UNAIDS Cultural Transformation, including but not limited to inclusion and diversity; anti-racism; and zero tolerance for abusive conduct such as harassment, sexual harassment, discrimination, and abuse of authority.

4. Lead the PAK Branch’s contributions to the Joint Programme and Programme Coordinating Board (PCB) processes and outcomes.

5. Lead the PAK Branch’s engagement in UN system wide reform initiatives.

6. Lead UNAIDS knowledge management approach and strategy

7. Ensure synergy of PAK Branch with the Departments of Management and External Relations, with a particular attention to the complementary role of PAK with Programme branch to achieve UNAIDS goals and lead cross-practice collaboration.

8. In conjunction with the Programme Branch, lead the coordination, development and prioritization of UNAIDS’ strategic policy and advocacy agenda, and global campaigns to inform and influence equitable financing, equality and rights for all for an effective global HIV response.
Driving Results and Innovation

1. Support global, regional, and country teams to enhance strategic decision making and impact in human rights and law, gender equality, communities, key populations, and equitable financing.

2. Ensure the development, and dissemination of high quality and timely policies and technical information, guidelines, research, and best practices related to equality and rights for all, and equitable financing.

3. Ensure proactive stewardship and efficient utilization of available human and financial resources, by promoting and strengthening financial monitoring and reporting, championing new business processes to lower operating costs, and strengthening the skills, competences and diversity of the workforce to deliver on the UNAIDS mandate.

4. Promote a culture of evaluation and learning, by liaising with the Independent Evaluation Team to identify programmatic areas for evaluations of the UNAIDS Secretariat and to ensure strategic engagement in the evaluations of Cosponsoring Organizations, and coordinate the reflection, learning and implementation of the evaluation findings to improve programmatic outcomes across the UN Joint Programme.

Collaboration

1. Play a strategic role in positioning AIDS in the global health and development agenda, with a focus on an enabling policy, law and fiscal environment, including representation in scientific and political fora.

2. Coordinate and advise UNAIDS Cosponsors, other UN agencies, strategic partners including PEPFAR and the Global Fund to facilitate the provision of technical and programmatic support to governments, civil society and communities to deliver an expanded response to HIV.

3. Together with the Programme Branch DXD, lead and achieve effective, impactful cross-practice collaboration between the two branches

2. Post requirements: knowledge and experience

EDUCATION

Essential: Advanced university degree in public health, social or political sciences, health financing and economics, law, development studies, international relations and/or social planning.

EXPERIENCE

Essential: A minimum of 18 years’ experience in increasingly challenging leadership and advisory functions at a senior management level in development cooperation programmes at international levels, and with demonstrated achievements in developing countries. Experience in HIV-related programming and advocacy. Demonstrated experience in relevant areas of UNAIDS work such as human rights, gender equality, community mobilization, key
populations and sustainable financing and familiarity with the United Nations system.
Demonstrated experience in high-level political influencing and working with governments in a multilateral system. Demonstrated experience leading large multicultural teams in multilateral organizations and working across functions and themes.

**LANGUAGES**

**Essential:** Excellent knowledge of English

**Desirable:** Knowledge of French and another UN official language

**FUNCTIONAL/TECHNICAL KNOWLEDGE/SKILLS:** Ability to catalyze, convene, and coordinate a wide diversity of stakeholders around the key UNAIDS’ priorities to deliver the best results towards ending the AIDS epidemic as a public health threat by 2030. Strategic networks across global human rights, gender, youth and/or community organizations world-wide.

### 3. UNAIDS Values

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

### 4. Core competencies

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

### 5. 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