



UNAIDS is an innovative United Nations partnership that leads and inspires the world in achieving universal access to HIV prevention, treatment, care and support.

UNAIDS' Cosponsors include UNHCR, UNICEF, WFP, UNDP, UNFPA, UNODC, UN Women, ILO, UNESCO, WHO and the World Bank. Visit the UNAIDS Web site at www.unaids.org

Title: Secretariat Manager, Papua New Guinea Country Coordinating Mechanism (PNG CCM)

Organization: Joint United Nations Program on HIV/AIDS (UNAIDS), Papua New Guinea Office

Contract Type: Long-term Consultant (Full time)

Duration of Contract: 2 years with possible extension

Compensation: The available budget is up US\$80,000 annually. However, UNAIDS reserves the right to apply the rates based on the individual qualifications, and experience, and match the requirements of the position.

About UNAIDS: UNAIDS leads the global effort to end AIDS as a public health threat by 2030. By placing the Sustainable Development Goals (SDGs) related to the reduction of inequalities at the heart of our work, we lead the global response to AIDS by: (i) maximizing equitable and equal access to HIV services, (ii) breaking down barriers to achieving HIV outcomes, and (iii) integrating efficient HIV responses into wider health and protection systems. UNAIDS is committed to creating an equal, safe and empowering workplace culture where all people in all their diversity thrive. We live our values of Commitment to the AIDS Response, Integrity and Respect for Diversity. UNAIDS is a problem-solver, providing the strategic direction, advocacy, coordination and technical support needed to catalyse and connect leadership from governments, the private sector and communities to deliver life-saving HIV services in 7 regions including Asia and Pacific where it supports PNG and 40 other countries.

About the Position: The PNG CCM is a national committee of voluntary members that submits funding applications to the Global Fund to Fight AIDS, Tuberculosis and Malaria, oversees the grants on behalf of their country and ensures alignment with the national response. The Secretariat of a CCM, hosted by the UNAIDS Country Office (UCO), facilitates the mandate and supports the CCM in both the execution of its decisions and the coordination of its activities. The roles and responsibilities of the CCM Secretariat are to assist the CCM in executing its core functions in the areas of Oversight, Engagement, Positioning and Operations. The CCM Secretariat Manager leads a CCM Secretariat. The Manager is accountable to the CCM and serves as the Secretary to the CCM.

Tasks and Responsibilities: The main tasks/functions for the position are as follows.

- i. **Documentation and record keeping:** Ensures that the CCM maintains up-to-date files on all relevant policies and Global Fund rules and regulations; maintains electronic and hard copy filing systems and databases; there is systematic archiving of all financial records related CCM activities; records of CCM meetings, CCM committees and meetings for technical working groups; and accurate records of CCM membership composition, election of office holders, proposal development processes, calls for expressions of interest and other key materials related to the implementation of grants.
- ii. **Financial management and reporting:** Responsible for the development of an Annual Workplan and budget for consideration by the CCM; managing the approved Workplan and budget; monitoring the workplan implementation and achievements on targets as well as the CCM Performance Framework; managing the CCM expenditures and inventory of all equipment; and preparing quarterly reports on workplan activities, CCM Performance Framework, and expenditures for consideration by the CCM and submission to the Global Fund.
- iii. **Manage CCM's communication:** Liaises with CCM members on relevant matters; establishes and maintains ongoing contact with CCM Oversight Committee Chair, TWG chairs and other CCM-related committees; maintains and administers an up-to-date CCM website based on most recent reports and events; develops and publishes quarterly email updates on Global Fund and CCM matters; disseminates essential information as appropriate to all the CCM members and relevant stakeholders; coordinates responses to the queries regarding Global Fund programmes in PNG; and drafts correspondence between the CCM and relevant stakeholders including Principal Recipients, CCM partners, the Global Fund and other stakeholders.



- iv. **Grant Oversight:** Liaises with the Principal Recipients and Sub-Recipients to ensure the timely flow of information to the CCM on grant implementation and grant performance; monitors the Performance Framework of each grant as well as timely fulfilment of the Conditions Precedent, Special Terms and Conditions and Management Actions; analyses progress reports, prepares dashboards, seek clarifications/feedback and disseminate information to CCM members; and monitors the activities supported by the Global Fund in PNG to ensure that they are effectively and efficiently implemented.
- v. **Coordination and facilitation:** Develops and disseminates schedule for CCM meetings and other relevant activities; prepares agendas and compiles minutes of CCM meetings and CCM oversight committee meetings; Organises CCM Plenary, CCM oversight committee and other ad-hoc meetings as needed; ensures proper functioning of CCM working groups and ad-hoc committees; facilitates other CCM and CCM Oversight Committee related activities such as site visits; and organise capacity development activities to the CCM as needed.
- vi. **Other duties:** Performs other duties when required and as requested by the CCM leadership.

REQUIRED QUALIFICATIONS

Education:

Master's degree in public health, finance, public administration or business administration, or a related field.

Experience:

- Minimum of 10 years of professional experience (international or national) working in planning, and management in the humanitarian sector, grant management, program management, financial management or a related field.
- Experience in public health and disease program management with a focus on HIV/AIDS, tuberculosis and malaria.
- Understanding of Global Fund processes, its funding model and regulations.
- A track record of stakeholder coordination as well as experience and sensitivity working with diverse community groups.
- Experience in developing partnerships in political environments and in mediating complex issues and deliverables at country or international levels.
- Experience working in strategy and policy analysis, program planning and management, and/or equivalent experience.

Competencies:

- Solid understanding and experience of strategic, organizational, financial and management issues.
- Strong interpersonal skills and proven ability to communicate and interact with high-level officials from the government, NGOs, UN agencies and the private sector.
- Strong writing, presentation and communication skills and IT competencies are essential.
- Ability to lead a team and set priorities while handling multiple tasks simultaneously.
- Strong writing, presentation and communication skills and IT competencies are essential.
- Proficient in Microsoft Office applications especially Excel / Access, email, internet and websites essential.

Desirables:

- Robust understanding of governance matters.
- High degree of organization, initiative and political awareness.
- Respect for diversity.
- Excellent written and verbal communication skills.
- Working level of English. Knowledge of the Tok Pisin will be an added advantage.

Mode of Application: Send cover letter and detailed resume/curriculum vitae together with your financial proposal (requested daily/ or monthly payment) to tamanabaet@unaids.org

Application Deadline Extended: 31st MAY 2024

Additional Information: This opportunity is open to both PNG nationals and international applicants. UNAIDS equal employment opportunities. Applications from people living with HIV and key populations are particularly welcome. Only candidates under serious consideration will be contacted.