



TERMS OF REFERENCE

- A. Job title:** Programme Manager, GFATM Round 9 Grant Montenegro – Scale up response to HIV/AIDS among most-at-risk populations in Montenegro
- B. Post Reference:** MNE/10/049
- C. Type of Position:** National
- D. Contract Type:** Service Contract
- E. Duty Station:** Podgorica, Montenegro
- F. Duration of appointment:** 24 months
- G. Deadline for Application:** July 26, 2010

H. Background

In line with one of UN Millennium Development Goals - combating of HIV/AIDS, malaria and other diseases, based on the recently developed National HIV/AIDS Strategy 2010-2014, program “**Scale up response to HIV/AIDS among most-at-risk populations in Montenegro**” was approved to be financed by the Global Fund to Fight AIDS, Tuberculosis, and Malaria (GFATM). The GFATM has entered a partnership agreement with the United Nations Development Programme (UNDP) as the Principal Recipient of the funds for the Republic of Montenegro being responsible for project implementation.

The programme seeks to scale up and strengthen the national response to the HIV epidemic among the most-at risk populations in Montenegro, building on the experience during the implementation of the Montenegrin National AIDS Strategy 2005 – 2009.

The overall goal of this Program is to maintain low HIV prevalence in Montenegro and provide care and support for those already affected by HIV/AIDS. The goal will be achieved through five objectives, focused on prevention, care, support and treatment of people living with HIV/AIDS, creating a more supportive environment for those infected, affected and under increased risk of HIV transmission, strengthening of HIV surveillance system among most-at-risk populations and increasing capacity and coordination of a focused response to HIV among most-at-risk populations.

During the five-year period, program activities related to HIV prevention will focus on IDU, MSM, SW, poor RAE youth, merchant marines and prisoners. They include outreach work, drop in and counselling centres and peer education programmes. Sensitisation trainings are planned for key health and law enforcement professionals, police officers, prison staff and social workers with the aim of creating a more supportive environment for HIV prevention among vulnerable populations. Other trainings target physicians, nurses and dentists with the aim of enhancing HIV prevention and answering the particular health needs of the populations affected/targeted. Operation of the 8 existing VCT centres is planned to be improved through additional training, strengthened supervision and improved coordination.

This program also aims to improve care and support to PLHIV through several activities: training in ARV

prescribing, provision of certain equipment for the Clinic for Infectious Diseases, training in provision of psychosocial support for staff of the Clinic for Infectious Diseases who are in closest and most regular contact with PLHIV, provision of psychosocial and legal assistance to PLHIV, and through sensitization trainings implemented with the aim of creating a network of physicians, nurses and dentists willing and able to provide PLHIV with necessary medical services.

Activities to create supportive environment include awareness campaigns targeted towards the general population and anti-stigmatization activities incorporated in all activities implemented under the proposal. They focus on de-stigmatizing both PLHIV and equally important populations at risk such as MSM, IDU and SW who remain strongly stigmatized in Montenegro. Gender sensitive approaches will be introduced to the health system, in particular through targeting GO and NGO staff contributing to the national response to the HIV epidemic, but also through training journalists and addressing the general population through media. Great part of the activities is aimed at further enhancing the Montenegrin HIV M&E system with the aim of better understanding the epidemic in the country.

UNDP as the Principal Recipient of the funds for the first phase of the program (2010-2012) will be in charge of close contacts with CCM (Coordinating Country Mechanism) in order to provide them with detailed information on project implementation and all the important decisions related to the efficient implementation of project activities will be made in cooperation with the CCM. Partners in the project implementation will be academic institutions, governmental institutions and non-governmental organizations.

I. Job content:

The Programme Manager will be responsible for ensuring that the project is efficiently managed to fulfill its mission and objectives as set out in the Project Documents and Terms of References, and in accordance with the UNDP standards and best practices.

Under direct supervision of the Team Leader for Social Inclusion, the incumbent will:

- *Coordinate the GFTAM program activities:* The post-holder will be responsible for day-to-day implementation of GFTAM program on behalf of the UNDP as PR in collaboration with local implementing partners. This will involve providing overall direction, development and oversight of implementation as per the predefined work-plans relating to the delivery of HIV prevention projects among vulnerable populations and related monitoring, evaluation and research. This coordination work will be undertaken in close collaboration with the Team Leader, to whom the post-holder will report.
- *Report to LFA (Local Fund Agent) and to GFTAM:* The post-holder will be responsible for regular report development and delivery to LFA and GFTAM in accordance with Grant agreement.
- *Operational management and staff supervision:* The post-holder will be responsible for providing day-to-day supervision on operational matters to the Project Implementation Unit staff as well as for their capacity building.
- *Budget development and management:* In collaboration with the Team Leader, the post-holder will be responsible for authorizing withdrawal of GFTAM funds from the UNDP for the implementation of GFTAM activities and for accounting for expenditures.
- *Partner collaboration and coordination improvement:* The post-holder will be responsible for representing the GFTAM and its aims, objectives, rationale and purpose to key implementing partners, including NGOs, governmental institutions and other national, regional, local and international stakeholders as appropriate. The GFTAM seeks to foster close working partnerships between the Republican AIDS Commissions, proposed Global Fund efforts, other national HIV prevention programs,

as well as international partners. The Program Manager will seek to integrate the GFTAM closely with existing coordination mechanisms.

- *Monitor the GFTAM Grant implementation:* The post-holder will monitor the implementation of the GFTAM project activities in Montenegro in order to identify needs relevant to improving coordination of the overall program intervention. This will include overseeing of data collection, data management and analysis and provision of technical assistance to GFATM sub-recipients to effectively monitor GFATM implementation. Post-holder should ensure that GFATM monitoring and evaluation activities are mainstreamed with national monitoring and evaluation frameworks as well as provide support to CCM, M&E Technical Working Group and national institutions in implementation of the national M&E workplan, provide technical assistance to GFATM sub-recipients to effectively monitor GFATM implementation, facilitate and coordinate operational research/surveillance activities as well as identifying needs for technical assistance;
- *Ensure implementation of the capacity development activities:* The post-holder will coordinate implementation of the capacity development plan of the potential future PRs as foreseen in the GFATM Round 9 project proposal as well as provide support in identifying needs for the technical assistance for capacity development activities implementation;
- *Support to CCM:* The post-holder will maintain regular contact with the CCM and will attend the CCM meetings as appropriate, provide support to setting the agenda and implementation of the regular program review meetings with all respective stakeholders.

J. Competencies:

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

Knowledge Management and Learning

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applied newly acquired skills.
- Seeks and applies knowledge, information and best practices from within and outside of UNDP.

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis and reporting.

Management and Leadership

- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;

- Demonstrates good oral and written communication skills
- Demonstrates ability to manage complexities and work under pressure, as well as conflict resolution skills.

K. Qualifications and Experience:

- Postgraduate Degree in Public Health/Health Sciences or closely related qualification;
- A minimum of five years of working experience in public health management;
- Experience in the coordination of intervention or development projects, ideally within the region;
- Experience in managing project budgets;
- Knowledge of Second Generation HIV Surveillance;
- Experience in conducting M&E activities in the area of HIV/AIDS;
- Experience in the field of HIV prevention or other public health issues;
- Experience in working with stakeholders from multiple sectors;
- Experience of, or an interest in, working on issues targeting vulnerable populations;
- Excellent working knowledge of written and spoken English language;
- Excellent computer skills;
- Excellent inter-personal and communication skills;
- Ability to work independently and in coalition with others.

Desirable but not required

- Knowledge of UN agencies, GFTAM and government structures;
- Experience in organizational development and ability to assess capacity building needs;
- Knowledge of quantitative statistical analyses (including multivariate), and statistical packages (e.g. SPSS);
- Experience in training and/or teaching in the areas of project data collection and analyses;
- A strong insight and knowledge of national and local government institutions and civil society organisations in Montenegro active in the field of HIV/AIDS, as well as UN agencies and GFTAM.

Applicants are kindly requested to send completed and signed **Personal History - P11 form** along with a **cover letter** by e-mail to vacancy.me@undp.org by **July 26, 2010 COB**. Please indicate in the cover letter the post reference clearly, otherwise your application may not be considered. Applicants will be short-listed on the basis of their qualifications and work experience. Only short-listed candidates will be invited for an interview.

UNDP is an equal opportunity employer.

*P11 form can be downloaded from: <http://www.undp.org.me/files/jobs/index.html>