MANDATE OF THE DEPARTMENT:
Provide leadership and coordinate support for an expanded UN system response to ending the AIDS epidemic at regional and country level. Promote, support and provide guidance to regional and national partners and the UN system in reaching Global AIDS targets by 2020 with a Fast-Track approach to rapidly scale up HIV services focused on populations and in locations most affected by the epidemic. Promote effective use of strategic information and documentation of trends on the epidemic and the response as well as provide intellectual leadership on the status of the response to HIV in the region.

Main tasks and Responsibilities of the Position:
Under the overall guidance of the Director and working independently, the incumbent provides comprehensive administrative and secretarial support to the team and is assigned all the following duties and responsibilities:

1. Responsible for the efficient organization and functioning of the team, including the implementation of UNAIDS administrative rules and regulations, and departmental specific procedures.
2. Maintains regular contact with a broad range of staff at RST and UCO, ensuring that briefing and meeting background information and documents are obtained from relevant sources, as appropriate, in order for the team and other staff to be fully prepared in advance of key meetings and highlighting issues relevant to the team.
3. Coordinates regular meetings, conference calls and webinars within and outside the organization, prepare and distribute relevant material and meeting reports; monitor and follow up on agreed action points; advise on and support further communication and action as required.
4. Manage the website growth and implementation of the MENA multi-language regional website and continue to manage the maintenance and upkeep of the website
5. Work closely with the RST and beneficiary countries on technical system support functions in the areas of data management, digital documentation, and communication outreach
6. Assist the Regional Strategic Information Advisor, develop and update simple databases of country and regional data as well as RST and Country Office work plan indicators.
7. Support UNAIDS's RST MENA presence in a number of digital platforms (such as Facebook, Twitter and Google +) and identifies and creates conversations around issues related to UNAIDS's mandate and engage followers in a dynamic, interactive and meaningful way.
8. Supports administrative and management systems within the team, working closely with the other team members; develops and maintain the filing system and support ERP related issues
9. Perform other related responsibilities as assigned by the Director, including replacing and backstopping for others.

REQUIRED QUALIFICATIONS

Education:
Essential: Post-secondary, professional training or certification in work related areas.
Desirable: Higher education in the field of administration, management or a related field.

**Competencies:**

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

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

Managerial competencies:
Exercising sound judgement

**Experience:**
Essential: A minimum of six years of experience in secretarial and/or administrative positions, in the public sector and/or any international organization.

Desirable: Familiarity with UN administrative procedures.

**Languages:**
Essential: Advanced knowledge of English and Arabic.
Desirable: Knowledge of another UN official language.

**Additional Information:**
Please note that this vacancy is only open to nationals of Egypt and to legal residents holding a valid residence or work permit. A valid passport will be requested.

Furthermore, only online applications will be accepted.

**Annual salary:** (Net of tax)
EGP 221,416 at single rate

Applicants will be required to take a test. Applicants will be contacted directly if selected for an interview.

Applications from people living with HIV are particularly welcome. Applications from women and from nationals of non- and under-represented member states are particularly encouraged.

Any appointment/extension of appointment is subject to the Staff Regulations and Rules of the World Health Organization (WHO) adjusted, as necessary, to take into account the particular operational needs of UNAIDS, and any subsequent amendments.

Only candidates under serious consideration will be contacted.

Note: The paramount consideration in the appointment, transfer or promotion of staff is the necessity of securing the highest standards of efficiency, competence and integrity. The medical criterion for recruitment is fitness to work in the particular post. The United Nations HIV/AIDS Personnel Policy clearly stipulates that no staff and/or potential candidates shall be discriminated against on the basis of real or perceived HIV status. HIV infection, in itself, does not constitute lack of fitness to work. There is no obligation to disclose HIV-related personal information.

Online applications are strongly encouraged to enable UNAIDS to store your profile in a permanent database. Please visit UNAIDS's e-Recruitment website at: https://erecruit.unaids.org. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline.
stated in the vacancy announcement.

UNAIDS has a smoke-free environment