



**NGO
DELEGATION TO THE
UNAIDS PCB**

For the term 1 January 2025 until 31 December 2026

Call for Applications of NGO Delegates

August 2024

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Vacancies for the term 2025 - 2026

DEADLINE: 6 October 2024

The NGO Delegation to the UNAIDS Programme Coordinating Board (PCB) is recruiting:

- 1 NGO Delegate representing the African Region ([application form](#)) and
- 1 NGO Delegate representing the Asia and the Pacific region ([application form](#)) and
- 1 NGO Delegate representing the European region ([application form](#)) and
- 1 NGO Delegate representing the Latin American and the Caribbean region ([application form](#)) and
- 1 NGO Delegate representing the North American region ([application form](#)).

Candidates must have established connections to regional civil society initiatives, organizations and networks, be excellent team players, and be willing to learn about the international diplomatic environment. NGO Delegates represent communities and people living with or affected by HIV, in UN settings and must be willing to speak truth to power.

Role Summary

As a delegate, on behalf of your NGO, you will be representing your region on the PCB, the governing body of the Joint United Nations Programme on HIV and AIDS (UNAIDS). PCB members influence the HIV and AIDS policy development, strategy and programming of the world's leading organization that is shaping the global HIV response. You will serve a two-year term (01 January 2024 until 31 December 2025) which requires you to attend a minimum of 2 board meetings a year, normally held in Geneva, Switzerland or occasionally in other locations. Your workload per week will vary significantly over the year, from sometimes 0 to more than 40 hours per week during PCB Meetings. On average you are required to dedicate around 10 hours per week on duties relating to the PCB. All members of the NGO Delegation are unsalaried but will receive an expense allowance for all costs relating to attending PCB meetings in person. [Find out more about the PCB and its role.](#)

Main duties and responsibilities

During PCB meetings you will need to:

- hold the Joint Programme and UN Member States accountable for previously agreed commitments and ensure that the needs of communities included in the HIV response are centered in strategy and programming.
- advocate to and negotiate with UN member states and UNAIDS co-sponsoring organizations on decisions of the board regarding various agenda items.

In between meetings you will work closely with the rest of the NGO Delegation in various working groups to prepare the next PCB meetings. You will need to:

- seek input from, and report back to, your respective community and regional organizations and networks on critical issues related to UNAIDS policies and programmes and the overall response to HIV.
- review and provide comments on policy briefs, reports, and PCB-related documents.

The [Terms of Reference](#) and the [Code of Conduct](#) describe what qualifications and commitments are needed of both your organization and you personally.

How to submit your application

Closing date: 6 October 2024

Incomplete applications or those submitted after the deadline will not be considered.

The application and all supporting documents must be submitted in English.

Please fill in the online application form ([Africa](#), [Asia and the Pacific](#), [Europe](#), [Latin America and the Caribbean](#), and [North America](#)) as applicable and attach the following documents to your application:

- 1-page statement of support (not more than 500 words) from your organization on the organization's letterhead and signed by the head of the organization or an authorized representative summarizing:
 - how it meets the qualifications described in the ToR. Please refer to the section H on 'Commitments of the applying NGO' for the expected content of the statement
- 1-page personal statement of interest (not more than 500 words) summarizing:
 - your motivation to serve on the NGO Delegation;
 - how you meet the qualifications described in the ToR. Please refer to the section I on 'Commitments of the applying Delegate' for the expected content of the statement;
- 1-page letter of reference from a relevant national organization or network in your country, signed by the head of the organization or an authorized representative; and
- 1-page letter of reference from a relevant regional network in another country in your region, signed by the head of the organization or an authorized representative.

If you are unable to fill in the online application form or have any other question, please contact BJ Eco at bj.eco@unaidspcbngo.org.

The NGO Delegation upholds the principle of community engagement and ownership of the response. Applications from people living with HIV, gay men and other men who have

sex with men, sex workers, people who use drugs, transgender people, young people, women living with/affected by HIV, indigenous people, migrants and other key populations are prioritized. We also encourage applications from non-binary, gender non-conforming, and intersex persons.

Short-listed applicants will be invited for a panel interview via teleconference and asked to provide names and contact information of two individuals whom the interview panel may contact directly to gain a deeper understanding of your work experience and personality traits. These individuals may be, but are not required to be, the same as those providing your letters of reference

The NGO Delegation strives for balanced representation from each region. Therefore, geographic region and representation from various key populations or constituencies will factor in the decision-making processes. In addition, NGO Delegates and their organizations may not serve more than one term consecutively, and can only serve for a maximum of two terms total.

We look forward to receiving your applications!

Please feel free to disseminate this call for nominations widely to various networks in your regions and countries. Thank you for your interest and help.

Qualifications of the applying Delegate

To qualify to represent an NGO on the PCB you have to:

- live and work in a country within the region that you are applying to represent;
- have the ability to communicate effectively in written and spoken English, such as for writing reports and presentations, as well as for public speaking;
- have a minimum of five years experience in HIV work in your region;
- have the ability to collaborate well and be sensitive to cultural diversity with varying language skills and capacities of other NGO Delegates ;
- have some experience in advocacy and negotiations with governments or international organizations at national and regional levels. International experience is an advantage;
- understand broad policy and programmatic issues affecting the global HIV response; and
- be computer-literate, have a smartphone, and have stable and constant access to the Internet and email.

Qualifications of the applying NGO

It is your NGO that will hold the seat on the PCB. Your NGO nominates you as their representative. To qualify to hold the seat on the PCB, the NGO you represent must:

- be actively and principally involved with HIV work in the country or region for which the applicant is applying;
- maintain a comprehensive understanding of the health, political, and social consequences and needs of the AIDS epidemic, particularly relating to the region it works in;
- be strongly connected to and actively liaising with national and regional CS networks;
- have extensive experience in national, regional, or international policy-making and advocacy.

Commitments of the applying Delegate

To participate as an NGO Delegate to the PCB, you have to:

- commit to the [UNAIDS PCB NGO Delegation's Vision, Mission, and Code of Conduct](#) (please refer to the [Delegates' manual](#) for further details)
- participate actively in NGO Delegation conference calls (monthly full delegation calls plus various working groups) lasting for about 1.5 hours (usually 2-3 calls per month with increasing frequency closer to PCB meetings or special events);
- Maintain timely communications with the NGO Delegation, the Communication and Consultation Facility (CCF) and other PCB bodies via email and messaging apps.;
- read, absorb, and engage in discussions on all relevant PCB documents on time;
- participate in and chair a fair share of working groups, as needed. Some examples of working groups are: NGO Report, Thematic Segment, Orientation, Accountability, and Recruitment, etc.; and
- sign a Conflict of Interest agreement, as NGO Delegates cannot use their role to solicit funds or consultancies for personal or organizational gain from PCB members and the UNAIDS Secretariat.

Commitments of the applying NGO

The NGO must state in its letter of recommendation for you that it:

- authorizes and nominates you to represent the NGO on the PCB;
- commits to the UNAIDS PCB NGO Delegation Mission, Principles and Code of Conduct;
- supports you for the term of your office so that you will:
 - be able to fulfill your commitments and responsibilities;
 - be freed up from your regular duties to be able to dedicate a minimum of 10 hours per workweek to the NGO Delegation; and,
 - be additionally freed up from your regular duties to travel to attend the formal PCB meetings and other related meetings that may arise in person;
- provides stable internet connection and adequate access to office equipment and supplies, as needed;

- provides additional support, technical or otherwise (e.g., staff support) so you can carry out your work within the time that is required; and
- ensures that, if you're unable to complete your term of office, an equally qualified replacement, if available, will be offered by the NGO to finish the term of office.