

The mission of WHO is the attainment by all peoples of the highest possible level of health.

Vacancy Notice No: HQ/14/HSE/TA7

Date: 5 February 2014

Title: Technical Officer

Application Deadline: **26 February 2014**

Grade: P4

Duty Station: Geneva, Switzerland

Contract type: Temporary appointment

Organization unit: HQ/HSE Health Security and Environment (HQ/HSE) /

Duration of contract: 6 months

HQ/PED Pandemic and Epidemic Diseases (HQ/PED)

HQ/AIP AMR, Infection Control and Publications

### OBJECTIVES OF THE PROGRAMME :

The main aims of the Pandemic and Epidemic Diseases (PED) department are: 1) to make available to others expert knowledge and guidance based on scientific evidence and public health experience relating to the prevention and control of epidemic and pandemic infectious diseases and related risks such as antimicrobial resistance; 2) to develop, implement, facilitate or coordinate the mechanisms, activities, public health research and initiatives needed by countries and the international community to prevent, detect, assess, notify and respond to acute and longer term public health risks related to pandemic and epidemic diseases; 3) to strengthen, support and promote important measures such as research, vaccination, treatment and infection control that are critical for mitigating the impact of infectious diseases; and 4) to provide programmatic support during outbreaks and other urgent health security events. The department covers influenza and other respiratory diseases, cholera, hepatitis, meningitis, yellow fever, and numerous other dangerous pathogens as well as the management of specific related systems, networks and groups. This list may change over time.

### Description of duties:

1. Manage project work plan development.
2. Provide technical guidance and establish a process for the development of coordinated WHO work plans and budgets for the Antimicrobial Drug Resistance (AMR).
3. Develop strategies, streamlined procedures and formats to ensure effective use of funds, timely reporting and monitoring of implementation.
4. Manage project implementation, monitoring and reporting.
5. Provide technical and logistical support for planning, communicating, convening and documenting technical and strategic consultations with stakeholders to promote intersectoral engagement and partnering for the development of a global action plan to tackle AMR.
6. Ensure the development and timely submission of technical and financial reports to advisory groups, donors and governing bodies.

### REQUIRED QUALIFICATIONS

#### Education:

Essential

Advanced university (Masters level or above) degree in health, business or social science.

Desirable

Official training in project management.

Skills:

Solid skills in project management and implementation.

Excellent communication and facilitation skills to integrate planning and monitoring across HQ and regional offices.

Excellent organizational and analytical skills, complemented by good interpersonal and presentation skills.

Familiarity with WHO planning, management systems and practices.

Excellent writing skills in English.

Excellent presentation skills.

Desirable

Advanced usage of computers.

WHO Competencies:

1. Producing results

2. Building and promoting partnerships across the organization and beyond

3. Fostering integration and teamwork.

Experience:

Essential

At least 7 years' project management experience at the international level, including the management of complex health related projects with international partners.

Direct experience managing multiple projects simultaneously as well as a strong financial management experience.

Experience in developing, implementing and monitoring complex work plans.

Desirable

Experience in the private and public sectors as well as in the UN system.

Experience in working with developing countries in addressing health system improvements and infectious diseases.

Languages:

Essential

Expert knowledge of English.

Desirable

Intermediate knowledge of another UN official language.

Additional Information:

Other similar positions at the same level may be filled from this Vacancy Notice. This vacancy is published in English only.

Priority will be given to internal candidates.

Annual salary: (Net of tax)

USD 67611 at single rate

USD 72605 with primary dependants

Post Adjustment: 103.3 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

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A written test and interviews may be used as a form of screening

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Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: [www.who.int/employment](http://www.who.int/employment). 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.

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WHO is committed to workforce diversity.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

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### Currently accepting applications

Off-line applications should be sent to:

World Health Organization  
c/o GMG/HRD/HRQ  
20, Avenue Appia  
CH-1211 Geneva 27



WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.