

## Technical Officer (Governance & International Cooperation) - (2201496)

**Grade:** P2

**Contractual Arrangement:** Fixed-term appointment

**Contract Duration (Years, Months, Days):** 1 Year

**Posting Date** May 6, 2022, 4:04:13 PM

**Closing Date** May 28, 2022, 5:59:00 AM

**Primary Location** Switzerland-Geneva

**Organization** HQ/CSF WHO Framework Convention on Tobacco Control DGO

**Schedule** Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

The Convention Secretariat serves as the Secretariat of the WHO FCTC and the Protocol; in accordance with Article 24 of the WHO FCTC and Article 34 of the Protocol and it is hosted by WHO. The objectives of the Convention Secretariat are to encourage countries to become Parties to the treaties; to support Parties in fulfilling their obligations, to provide the necessary support to the Conference of the Parties (COP), the Meeting of the Parties (MOP) and its subsidiary bodies and to translate into programme activities the decisions of the COP and MOP. The Convention Secretariat is also responsible for the necessary coordination with competent intergovernmental organizations and bodies, under the guidance of the COP and the MOP.

### DESCRIPTION OF DUTIES

Under the supervision of the Coordinator of GIC, the Technical Officer will be responsible for the following areas:

- (1) Support the management of the external relations, official correspondences and communication with the Parties, State Non-Parties to the WHO FCTC and its Protocol and the Permanent Missions at Geneva.
- (2) Support communication and liaison for international cooperation with WHO, UN agencies, development banks and regional economic groups.
- (3) Support the process of applications for observer status to the COP and MOP, and the review of NGO observer accreditations. Serve as the focal person in the GIC to liaison with the NGO observers.
- (4) Provide assistance in the planning, organization, and operational support of the Conference of the Parties to the Convention and the Meeting of the Parties to the Protocol and the Bureau meetings.
- (5) Support the work of the subsidiary bodies established by the COP and MOP.
- (6) Organize regional preparatory meetings for the COP and MOP with the Parties and WHO Regional Offices.
- (7) Perform upon request other duties in support of the team and the Convention Secretariat.

### REQUIRED QUALIFICATIONS

#### Education

**Essential:** A first level university degree in public health, public administration, political science, social science, or another related field.

**Desirable:** An advanced university degree (Master's level or above) in communication, political science, business administration, programme management, public health or another related field.

#### Experience

**Essential:** At least 2 years of relevant experience in external relations, diplomacy, or governance at regional and international levels.

**Desirable:** Direct experience working with or organizing governing body meetings of the WHO or other UN agency, high-level bilateral meetings. Knowledge and experience in tobacco control, or global public health.

#### Skills

Knowledge of public health governance and international cooperation, experience with governing body meetings of the United Nations system. Experience with the organization of virtual sessions of governing bodies, zoom and other IT platforms Knowledge of the United Nations system Excellent drafting and report writing skills Diplomacy and accomplished communication skills Excellent organizational skills Positive, results-oriented, and collaborative attitude at work Ability to work under pressure, on multiple projects and keep to deadlines. Desirable Experience and knowledge on tobacco control, WHO FCTC and the Protocol Experience of the COP, MOP, and its Bureaus.

## WHO Competencies

Teamwork  
Respecting and promoting individual and cultural differences  
Communication  
Producing results  
Moving forward in a changing environment

## Use of Language Skills

**Essential:** Expert knowledge of English.

**Desirable:** Beginner knowledge of other WHO languages.

## REMUNERATION

WHO salaries for staff in the Professional category are calculated in US dollars. The remuneration for the above position comprises an annual base salary starting at USD 49,254 (subject to mandatory deductions for pension contributions and health insurance, as applicable), a variable post adjustment, which reflects the cost of living in a particular duty station, and currently amounts to USD 3362 per month for the duty station indicated above. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

## ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- WHO has a mobility policy which can be found at the following link: <http://www.who.int/employment/en/>. Candidates appointed to an international post with WHO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- \*For WHO General Service staff who do not meet the minimum educational qualifications, please see e-Manual III.4.1, para 220.
- As a WHO staff member assigned solely and exclusively to support this Partnership, selected staff will have no right of reassignment or transfer outside the Partnership either during or at the end of his/her appointment, including pursuant to WHO Staff Rule 1050. (This does not apply to WHO fixed-term staff members reassigned from a non-Partnership position.)