

Project Officer - (2204130)

Grade: P2

Contractual Arrangement: Temporary appointment under Staff Rule 420.4

Contract Duration (Years, Months, Days): 12 Months

Posting Date May 3, 2022, 4:35:53 PM

Closing Date May 24, 2022, 5:59:00 AM

Primary Location Denmark-Copenhagen

Organization EU/CSE Division of Country Support and Health Emergencies

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 Division of Country Support, Emergency Preparedness and Response (CSE) supports the development and delivery of WHO's strategic engagement portfolio in Member States with and without country offices. It aims to maximize WHO's impact in countries by helping them realize their health and development ambitions and strategies in line with the European Programme of Work (EPW) and the Sustainable Development Goals (SDG). CSE recognizes that each country is different and needs tailored collaboration. The Division works by bringing people and units together across WHO divisions, offices and key partners. The Division has the principal function to develop mechanisms that help the organization understand, strategize, implement and connect for country impact. In this, it focuses on gathering, analyzing and presenting information for country impact; developing, tracking and refining strategic country engagement plans; supporting programme implementation in countries; and facilitating effective collaboration and networks within the organization and with countries and partners. This includes working with partners and Member States to manage and respond to the health needs of refugees and migrants, with a focus on access to health services and on preparedness for refugee and migrant influxes. CSE operates in particular proximity to Country Offices and provides opportunities for frequent mobility between assignments in the Division and in countries (in particular for team lead positions). Individual technical officers will have in addition to their specific technical focus - a geographic responsibility by virtue of being a focal point for a limited number of country offices, for which they will provide support across all technical areas covered by CSE. The Division houses the WHO Health Emergencies Programme (WHE) that provides technical guidance and operational support to prevent, prepare for, detect, rapidly respond to, and recover from outbreaks and emergencies. WHE assists countries to contain and mitigate the risk of high-threat diseases and infectious hazards; to detect and assess emergency health threats and inform public health decision-making; and to respond rapidly and effectively to emergencies under a coordinated Incident Management System. It ensures WHO's work in emergencies is effectively managed, sustainably financed, adequately staffed and operationally ready to fulfil its mission. Its hub-and-spoke structure ensures country-specific and inter-country activities in priority countries. The Country Implementation Support unit facilitates the determination of capacity and resource needs for implementing WHO's strategic plans for countries, as well as the provision of integrated technical and operational support - focusing in particular on supporting the implementation of complex, multi-country projects on select priority issues such as migration. The unit is key to the maximizing WHO's presence in countries with and without offices by facilitating appropriate and sustainable modalities for country support. Main deliverables of the unit include individual country presence plans, based on a broader country engagement strategy for the Region; facilitating cross cutting country response modalities (e.g. by regional response teams); project implementation support (initially focused on EU projects); and coordination and support of the Regional Office portfolio on migration. Within the Regional Office, the unit collaborates most closely with the Division of Business Operations on issues related to the sustainable financing of country operations and human resources, and with the Regional Directors' Division and the WEU Office on relations with external project partners, in particular the EU.

DESCRIPTION OF DUTIES

Within the framework of the EU-WHO cooperation and EU-funded actions implemented in the WHO Regional Office for Europe, the purpose of the position is to support the daily project management and operational implementation to enable successful execution of the assigned projects in full compliance with the donor requirements and alignment with the WHO EPW priorities. Within the framework of the delegated authority, the incumbent is assigned all or part of the following responsibilities: Support the Project Lead with the daily project/grant management, incl. monitoring and technical support in connection with assigned programmatic activities at regional/country level. Maintain efficient coordination and effective communication with the project team/office(s), within the organization and with external stakeholders throughout the full cycle of the project (grant) management. Preparation and monitoring of project/programme implementation workplans and schedules; monitoring and quality assurance of work packages and workflow follow-up ensuring achievement of the targets within the pre-set constraints (scope, time, budget). Monitor the implementation of work plans, work packages and interventions funded by the project/grant(s) to ensure compliance with the set project/grant parameters and donor requirements. Develop internal and external reporting and briefings on the project progress and implementation based on the technical inputs and field implementation updates. Provide support in developing, updating and adapting relevant strategic or operational project documentation (including but not limited to plans, tools and templates, briefings, reports, advocacy and training materials, etc.) as per the needs and in coordination with the WHO Regional office for Europe. Provide technical and organizational support for the preparation, carry out and proper reporting and follow-up on coordination meetings, capacity building events, international or national missions by WHO, other partners, experts, etc. Assist in coordinating and facilitating improved information and knowledge the team for the purpose of monitoring and evaluation, organizational learning and reporting, with a particular responsibility for maintaining and improving the activities databases/lessons learnt log. Perform other related duties including replacing and backstopping as required.

REQUIRED QUALIFICATIONS

Education

Essential: University degree (Bachelor's level) in public administration, political science, business, economics, international affairs, development studies or related area.

Desirable: University degree (Master's degree or equivalent) in any of the above disciplines or a combination of training and professional experience relevant to the position. Project Management certification.

Experience

Essential: At least 2 years of relevant work experience in project coordination, with exposure to public health / implementation of donor/EU-funded projects/programme.

Desirable: Relevant experience working with the United Nations or with WHO or with countries part of the WHO European Region. Demonstrated experience working with multi-country initiatives and complex/large-scale projects.

Skills

Demonstrated knowledge of the EU system and operational context, funding modalities, EU logical framework approach and reporting requirements. Excellent organizational and analytical skills. Demonstrated writing and communication skills. Flexibility and ability to adapt to changing priorities. Interpersonal skills, diplomacy, tact and discretion, sound judgment and initiative. Demonstrated ability to work within a multi-disciplinary and multi-national team(s). Emotional intelligence: Ability to identify and manage one's own emotions, as well as helping others to do the same.

WHO Competencies

Teamwork

Respecting and promoting individual and cultural differences

Communication

Producing results

Ensuring the effective use of resources

Use of Language Skills

Essential: Expert knowledge of English.

Desirable: Intermediate knowledge of French, Russian, German.

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 2426 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.