

Junior Professional Officer Assignment and Candidate Profile Form

PART I: INFORMATION ABOUT THE ASSIGNMENT

Title

Technical Officer (Partnerships)

Duty Station: Geneva

Programme/Department

Unitaid (within the Communicable Diseases Cluster)

Objective of the WHO Programme/Department:

UNITAID is a multilateral partnership hosted by the World Health Organization. UNITAID is focused on making a unique and impactful contribution to the global response against HIV/AIDS, tuberculosis, and malaria in developing countries. It catalyzes improvements for the larger response through forward-looking and time-limited investments to increase access to better, more effective and more affordable health products. These investments can target - for example - price reductions, improvements in quality and supply, or the introduction of innovative products suitable for the populations in need.

Assignment Summary:

The Junior Professional Officer (JPO) will provide the Coordinator, External Relations with analysis and assessment services on the implementation of the External Relations Strategy, in particular with regards to the area of Partnerships. In support of the ER unit, the JPO will support (1) the elaboration of reports and strategies to optimize the work with existing external partners/stakeholders and (2) the development of new strategic partnerships aligned with the mission of UNITAID.

Duties, Responsibilities and Output expectations

- Analyse key health policy events in the international development and global health arenas for UNITAID to engage;
- Participate in the liaison with external partners/stakeholders on programmatic and administrative matters;
- Provide adequate and timely support and response by monitoring and coordinating with partners/stakeholders;
- Support the monitoring and tracking of activities of partners/stakeholders;
- Assist in preparing reports for the UNITAID Board Meeting and relevant subcommittees;
- Organize meetings, gather background information and manage meeting logistics;
- Acquire information and perspectives from government officials and institutional counterparts on operational matters, creating relationships of trust and understanding that underpin effective coordination and collaboration.

Supervisor:

Mauricio Cysne, Team Lead, External Relations

PART II: CANDIDATE PROFILE

Qualifications and Experience:

Education:

Minimum: Advanced university degree in international relations, political science, development studies or a related field.

Desirable: Qualifications in strategic planning or partnership development.

Work experience:

Minimum: At least two years' experience in the area of external relations and partnerships or related area.

Desirable: One-year experience in the area of public health.

Skills required for the assignment:

Minimum: Excellent knowledge of English. Knowledge of external relations and communication. strategic writing skills.

Desirable: Experience in an international organization.

WHO competencies required for the assignment:

1. Teamwork
2. Communication
3. Respecting and promoting individual and cultural differences
4. Building and promoting partnerships across the organization and beyond
5. Knowing and managing yourself

Learning objectives of the JPO during this assignment

Upon completion of the assignment, the JPO will have / be able to ...

Achieving the learning objectives

	Learning Objective	Training Components	When?
1.	Understand the mandate, functioning and scope of Unitaid.	<ul style="list-style-type: none">• Unitaid's internal induction/onboarding process• On the job training.	Throughout the JPO period.
2.	Fully understand the role of Partnerships Officer, providing analysis and assessment services related to the implementation of the External Relations Strategy.	<ul style="list-style-type: none">• Active participation in the work of the Secretariat, "learning-by-doing" in respect of Partnership building.	Throughout the JPO period.
3.	Build collaborative and rewarding professional relationships and networks.	<ul style="list-style-type: none">• Through activities listed above, as well as through mentorship by first level supervisor and other mentor(s)	Throughout the JPO period.

The progress towards achieving the objectives will be evaluated annually by the JPO together with the first and second level supervisors. Achievement will be against WHO's Performance Management and Development System (PMDS).

Signature: _____
First level supervisor

Signature: _____
WR/ Regional Director
Programme Manager/Director

Date: _____