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Job description

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Programme Management Officer Roster (P3) - (1704370)

Grade: P3

Contractual Arrangement: Fixed-Term Appointment

Contract duration: will depend on duty station

Job Posting: Jan 3, 2018, 1:01:54 AM

Closing Date: Jan 31, 2018, 11:59:00 PM

Primary Location: Multiple locations

Organization: WP/DPM Director, Programme Management

Schedule: Full-time

PURPOSE OF THE POSITION:

To work with the Division Director/Head of WHO Country Office (HWCO) to implement programmatic and administrative technical support through effective planning and management, results-based budgeting, monitoring and evaluation of collaborative programmes, resource mobilization and communication.

DESCRIPTION OF DUTIES:

1. Provide support to programme management, work planning, budgeting, monitoring and evaluation and resource mobilization.
2. Contribute to the development and preparation of programmatic public health policies and agenda for the Country Office in order to facilitate a consistent and standard approach to programme management.
3. Conduct analysis and dissemination of programmatic information that is able to respond to public health gaps and needs and to document WHO's role in these areas of work.
4. Create monitoring and project evaluation tools using critical programme performance measures necessary to maintain delivery of programme targets and preparation of reports.
5. Perform all other duties as assigned.

REQUIRED QUALIFICATIONS:

Education:

Essential: University degree in Public Health Management or related field from a recognized university.

Desirable: Advanced university degree (Masters level or above) in the area of Public Health Management or related field.

Experience:

Essential: A minimum of five years' experience working with public health programmes providing technical support on programmatic issues.

Desirable: Experience working in an international organization.

Skills:

- Broad knowledge and analytical skills in aspects of international and national health policy and development;
- Good understanding of effective management practices, programme planning and evaluation;
- Familiarity with functioning of government and its institutions, particularly in developing countries;
- Capability to motivate and manage colleagues to engage broader aspects of work as part of a team beyond individual areas of work; and
- Excellent ability to communicate and work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain high standard of personal conduct.

WHO Competencies:

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Producing results
5. Ensuring effective use of resources

Use of Language Skills:

Essential: Expert knowledge of written and spoken English.

Desirable: Working knowledge of other UN language/s.

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 58,583 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and a variable post adjustment, which reflects the cost of living in a particular duty station. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children (subject to conditions).

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.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- 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.

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