

Vacancy Notice No: HQ/09/HQ/STB/FT635

Date: 23 September 2009

Title: Technical Officer

Deadline for application : **14 October 2009**

Grade: P3

Duty Station: Geneva Switzerland

Contract type: Fixed-term appointment

Organization unit: HQ/STB Stop TB (HQ/STB) /
HQ/TBS TB Strategy and Operations (HQ/TBS)

Duration of contract: 1 Year

OBJECTIVES OF THE PROGRAMME :

The Tuberculosis Strategy and Health Systems (TBS) Team is responsible for developing and managing a strategic global work-plan to assist Regional and Country offices in the control and prevention of TB, and monitoring its implementation; for developing, testing and evaluating new strategies and control packages for TB based on assessment of country needs with the ultimate aim of developing international policies; and through the link with Regions, Ministries of Health and their programmes and the collaboration with funding agencies, for supporting Regions and countries to guarantee that programmes are implemented, priorities are carefully selected, findings from research are put in practice and sustainable financing for TB control is secured.

Description of duties:

To assist in the implementation of TB TEAM (TB Technical Assistance Mechanism) core functions, the coordination of TB TEAM communication and awareness-raising and the development of strategies for strengthening TB TEAM processes and tools. Duties will include the following:

- Maintain the TB TEAM website, including ensuring that information is current and that all data on planned technical assistance missions are entered.
- Within TB TEAM, ensure appropriate and timely response to all requests for technical assistance directed through TB TEAM .
- Convene annual coordination meeting with major technical and financial partners, country and regional focal points on coordination of technical assistance plans for upcoming year (upon availability of funds).
- Raise awareness about TB TEAM through the preparation of communication material and actively seek opportunities to promote TB TEAM (e.g. through newsletters, website postings, meetings, etc.).
- Collect and circulate information on planned technical assistance missions and activities to Stop TB partners through quarterly reports.
- Proactively enlarge the network of technical agencies and trained experts liaising with TB TEAM.
- Draft strategy papers and guidelines for TB TEAM partners to launch new TB TEAM initiatives and formalize TB TEAM processes.
- Implement strategy on TB TEAM post-mission performance assessment.
- Provide guidance to countries on the establishment of National TB TEAM.
- Assist in grant proposal writing.
- Maintain TB TEAM web pages on the WHO and Stop TB Partnership websites.

REQUIRED QUALIFICATIONS

Education:

*Advanced university degree in business administration, public administration or social science related area.

*For WHO staff please see e-manual III.4.1, para 220.

Desirable

Masters in Public Health desirable

Skills:

WHO Competencies:

(<http://www.who.int/employment/competencies/en/>):

1. Ensuring the effective use of resources
2. Producing results
3. Creating an empowering and motivating environment
4. Respecting and promoting individual and cultural differences
5. Building and promoting partnerships across the organization and beyond

Proven ability to manage international public health projects. Proven ability to write clear strategic and technical documents. Excellent writing and communication skills. Excellent analytic and communication skills. The incumbent is required to maintain good relations throughout the Organization and with outside partners/donors. Knowledge of WHO strategies for the prevention and control of TB. Computer literacy. Excellent presentation skills.

Experience:

At least five years' experience in management of health-related projects, administration in a public health related area. Experience in data processing and analysis. Experience in working with UN and/or other non-governmental organizations and agencies.

Desirable

Experience in budgeting and grant proposal writing.

Languages:

Excellent knowledge of English with a working knowledge of French an asset.

Additional Information:

A written test may be used for screening purposes.

Other similar positions at the same level may be filled from this vacancy notice.

This vacancy is published in English only.

Annual salary: (Net of tax)

USD53,629 at single rate

USD57,453 with primary dependants

Post Adjustment: 84.6 % 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.

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

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. 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.

Applications from women and from nationals of non- and under-represented member states are particularly encouraged.

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

Currently accepting applications



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