
Junior Professional Officer Assignment and Candidate Profile Form

PART I: INFORMATION ABOUT THE ASSIGNMENT

Title

Technical Officer

Duty Station:

WHO Headquarters
20 Avenue Appia,
CH-1211, Geneva 27
Switzerland

Programme/Department

Health Security and Environment Cluster, Pandemic and Epidemic Diseases Department

Objective of the WHO Programme/Department:

Within WHO's Health Security and Environment Cluster, the department of Pandemic and Epidemic Diseases (PED) develops strategies, initiatives, and mechanisms to address priority emerging and re-emerging epidemic disease threats, by reducing their impact on affected populations and limiting their international spread.

The PED list includes:

Cholera, Hepatitis, Influenza (zoonotic, seasonal, and pandemic), Leptospirosis, Meningitis, Nodding disease, Novel coronavirus, Plague, SARS, Smallpox, Viral haemorrhagic fevers (Crimean-Congo, Dengue, Ebola/Marburg, Lassa, Nipha, Rift Valley, West Nile, etc.), Yellow fever and 'Super bugs' – multiple and highly drug-resistant microorganisms.

Assignment Summary:

The JPO will work in the Department of Pandemic and Epidemic Diseases of Health Security and Environment Cluster. Under the supervision of Lead, Clinical Team, Dr Nahoko Shindo, JPO is expected to assist project management of Battles Against Respiratory Viruses (BRaVe) Initiative by

- Development of technical document
- Advocating and promoting the initiative
- Networking with stakeholders and exploration of new partners
- Development of proposals and workplans, program implementation and monitoring
- Meeting organization

Duties, Responsibilities and Output expectations

Under the overall supervision of the team lead, the JPO shall perform the following duties and responsibilities.

- Conduct literature search for evidence base(20%)
- Project implementation, monitoring and evaluation (10%)
- Project proposal and report writing (10%)
- Lean UN system, WHO system, housestyle, process, procedures (30%)
- Communication with partners and stakeholders (WHO internal, external) (10%)
- Meeting planning and organization (5%)
- Other assignments as required e.g. emergency response (15%)

Supervisor:

Professor Nahoko SHINDO, Md PhD
Lead, Clinical Team,
Pandemic and Epidemic Diseases
Tel. +41 22 791 3446
shindon@who.int

PART II: CANDIDATE PROFILE

Qualifications and Experience:

Education:

Minimum: Post-graduate degree in medical science, pharmacology, public health or medicine. MD, MPH, M or Dpharma.

Desirable:

Qualification in clinical medicine, infectious diseases, clinical pharmacology or public health.

Work experience:

Minimum: work at least two years' experience in private sector, academic, research institutions, or clinical service.

Desirable: international experience (working, volunteering, or research)

Skills required for the assignment:

Minimum: IT literacy (working knowledge in MSWord, Excel, Powerpoint etc), qualification in English and/or other UN languages is an asset.

Desirable: Statistical skill and/or graphic and design skill is an asset. Good presentation skill will be an advantage.

WHO competencies required for the assignment:

(indicate WHO competencies relevant to the assignment)

1. Communicating in a credible and effective manner
2. Fostering integration and teamwork
3. Promoting innovation and organizational learning

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 <i>(Indicate training / learning activities, based on which objective can be achieved)</i>	When? <i>(indicate when the activity will take place)</i>
1.			
2.			
3.			
(...)			

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: _____ Signature: _____ Date: _____
First level supervisor WR/ Regional Director
Programme Manager/Director