



**World Health  
Organization**

## **Junior Professional Officer Program (JPO) Chiffre Nr. 2024-1-15**

### **TERMS OF REFERENCE**

#### **PART I: INFORMATION ABOUT THE ASSIGNMENT**

**Title:** JPO External Relations Officer

**Organization:** WHO, World Health Organization

**Programme/Department:** EXT/CRM/FCI; External Relations Division, Department of Coordinated Resource Mobilization, Partner Engagement Foundations, Corporates, Innovative Financing Unit

**Country and Duty Station:** Geneva, Switzerland

**Duration:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years of work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

#### **Objective of the WHO Programme/Department:**

The mission of the External Relations Division (EXT) is to ensure a strong and supportive set of stakeholder relations for WHO and encompasses resource mobilization, governing bodies, partnership functions and aspects of communications. Within the division, the Department of Coordinated Resource Mobilization leads a global coordinated resource mobilization network to foster strategic, consistent and coordinated resource mobilization sufficient to support of WHO's General Programme of work and its Programme Budget. In so doing, it promotes the principles of alignment of funding to WHO's Programme Budget: predictability and flexibility of funding reducing the financial vulnerability of WHO through expansion of and innovation within the funding base and continued enhancement of the transparency and reporting of WHO's funding and associated outcomes.

#### **Assignment Summary:**

The Junior Professional Officer (JPO) will work within the Coordinated Resource Mobilisation (CRM) Department whose objective is to implement the WHO Resource Mobilization Strategy to secure quality funding for GPW 13 by building effective partnerships with contributors. Internally, the role requires working in coordination with counterparts in HQ technical units, regional and country offices, and other key stakeholders. Externally, the JPO is expected to support WHO's strategic engagement with contributors, assisting in the development and delivery of strategic partnership approaches to strengthen existing partnerships and establish new funding opportunities.

## **Duties, Responsibilities and Output expectations:**

Under the overall supervision of the Unit Head, the JPO shall perform the following duties and responsibilities:

1. Undertake research and develop communication materials on overall philanthropic financing trends in the areas of global health.
2. Contribute to research and donor mapping exercises covering both existing and potential first-time contributors to WHO at global, regional and country levels.
3. Contribute to the development of donor profiles and other donor intelligence materials to be posted in the Contributor Engagement Management (CEM) system.
4. Contribute to the development and implementation of partnership engagement strategies and action plans.
5. Prepare background materials, reports, presentations and other materials for strategic meetings, briefings, partner recognition and/or overall communications.
6. Update and maintain tracking tools related to contributor outreach in follow up to consultation sessions with HQ Technical Units and Regional Offices.
7. Liaise with internal stakeholders to document and share lessons learned and best practices in managing relations with specific contributors, support capacity building activities where needed.
8. Develop reports and dashboards within the CEM system to help more effectively manage the team's collective portfolio and projections pipeline.
9. Perform other task that may be assigned by the supervisor.

**Supervisor:** Unit Head, Partnership Engagement with Foundations, Corporates and Innovative Financing.

## **PART II: CANDIDATE PROFILE**

### **Qualifications and Experience:**

#### **Education:**

**Master's degree** in Public Health, International Relations, Communications, Business or equivalent.

#### **Work experience:**

Minimum:

At least two years of experience in resource mobilization, advocacy, communications, or a relevant area, ideally in a developing country.

Desirable:

Work experience/work exposure in resource mobilization, advocacy, communications, or relevant area, in a developing country or in an international organization.

#### **Skills required for the assignment:**

Minimum:

Proficiency in spoken and written English, strong analytical, research and communications skills. Basic knowledge of the global health actors and contributors.

Desirable:

Advanced knowledge of global health actors and contributor landscape. Knowledge of Salesforce platform. Knowledge of another official UN language.

**WHO competencies required for the assignment:**

1. Teamwork
2. Communication
3. Respecting and promoting individual and cultural differences

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2024-1-15 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**