



**World Health
Organization**

Junior Professional Officer Program (JPO) Chiffre Nr. 2026-1-12

TERMS OF REFERENCE

PART I: INFORMATION ABOUT THE ASSIGNMENT

Title: JPO Associate External Relations Officer

Organization: WHO, World Health Organization

Programme/Department: Governing Bodies (GBS)

Country and Duty Station: HQ, 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 Department of Governing Bodies serves as WHO's central platform for advancing strategic governance and multilateral engagement. The Department provides high-level political and strategic support to Member States, including in sensitive contexts, ensuring the consistent application of protocol and health diplomacy in intergovernmental relations. It coordinates WHO's response to governance-related matters across all three levels of the Organization, maintains the institutional memory of WHO's governing bodies, and ensures the effective functioning of the World Health Assembly, the Executive Board, and related intergovernmental processes. The department also provides language services (translation, interpretation, documentation and editing) and promotes WHO's multilingualism agenda.

Assignment Summary:

Under the guidance of the Director, the Junior Professional Officer (JPO) will have the opportunity to work in all functional areas within GBS (Governance, Protocol, Innovation and Technology in the context of governance reform and Language Services) as well as on cross-functional projects between the areas. The JPO will provide support to WHO constitutional meetings of the governing bodies (World Health Assembly, Executive Board, Programme Budget and Administration Committee and the Standing Committee on Health Emergency Prevention, Preparedness and Response), intergovernmental processes established by the governing bodies and informal meetings of Member States, including consultations on proposed resolutions and decisions.

Duties, Responsibilities and Output expectations:

1. Attend coordination and bureau meetings, prepare briefing notes, speaking notes and notes for the record, as well as conduct relevant research.
2. Provide support to governing bodies meetings, including by summarizing outcomes of discussions, preparing action points, tracking and follow-up as well as responding to requests for information.
3. Support protocol matters in preparation of governing bodies meetings and related to high-level visits.
4. Participate in projects related to governance reform, including digital solutions and technology for governance, protocol and language services.
5. Prepare presentations and briefings on specific topics, including review of documentation for governing bodies meetings.
6. Other suitable duties as assigned.

Supervisor: Director a.i., Governing Bodies

PART II: CANDIDATE PROFILE**Qualifications and Experience:****Education:**

Master's degree in international relations, law, languages, translation, interpretation, communication or other field directly relevant to the areas of work in GBS.

Desirable: Knowledge of diplomacy and international affairs.

Work experience: Two years of professional experience in one of the professional areas mentioned under education above.

Desirable: Experience outside the country of nationality.

Skills and knowledge required for the assignment:

- Strong analytical and communication (verbal and written) skills.
- Excellent drafting skills.
- Strong interpersonal skills.

Languages and level required:

- Essential: English – expert level
- Desirable: Other UN language – intermediate level

WHO competencies required for the assignment:

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

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?
Comprehensive knowledge and understanding of WHO governance processes, WHO engagement with Member States and diplomatic negotiations on global health issues.	On the job training. Participation in introduction briefings to health attachés and staff induction briefings conducted by Governing Bodies.	Throughout the assignment.
Understanding of WHO mandate and structural functioning at all three levels of the Organization (HQ, regional and country level).	On the job training Shadowing GBS officers and providing support to activities and projects cross-cutting across the three levels of the Organization.	Throughout the assignment.
Understand the roles, functions, linkages and outcomes of the various governing bodies in the Organization, including at regional levels and role of WHO country offices in the context of governing bodies and governance processes.	On the job training. Active participation in the end-to-end processes for preparation and carrying out of governing bodies meetings, engaging with GBS focal points and supporting GBS staff and regional counterparts during regional committee meetings.	Throughout the assignment.
Build collaborative professional relationships and networks within WHO, within the UN system and with delegations of the Permanent Missions in Geneva.	On the job training. Supporting governing bodies meetings, formal and informal intergovernmental process.	Throughout the assignment.

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).

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2026-1-12 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de