



## **Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-15**

### **TERMS OF REFERENCE**

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

**Title:** JPO Engagement Analyst

**Organization:** WHO, World Health Organization

**Programme/Department:** Due Diligence and non-State actors (DAN) unit, Compliance, Risk Management and Ethics Office

**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:**

Located within the DGO Division, the mission of CRE is to systematically identify organization-wide risks, and by topic area, maintain a risk register record, evaluate it according to its likely impact and probability, and proactively have it managed by risk management owners. The Office of Compliance, Risk Management and Ethics (CRE) seeks to integrate internal control compliance into all policies and managerial decisions. The CRE ensures promotion and uphold of highest organizational standards of the Organization, its codes of conduct and core values. Through the ethics function CRE monitors that all staff observe and perform their functions consistent with the highest standards of integrity required under International Civil Service. The CRE liaises independently with internal parties across the different levels of the Organization, developing and presenting to the Director-General its annual work plan of delivery of Compliance, Risk Management, Ethics needs and through its Due diligence and non-State actors Unit, facilitates the implementation of the Framework of engagement with non-State actors and serves inter alia as the specialized unit responsible for the conduct of the standard due diligence and risk assessment.

In its role as a specialized unit, as mandated in the Framework of engagement with non-State actors (FENSA), Due Diligence and non-State actors (DAN) unit, Office of Compliance, Risk Management and Ethics (CRE) is carrying out complex functions Organization-wide which include inter alia comprehensive coordination of the implementation of the Framework and reporting to WHO Governing Bodies on this matter; the conduct of due diligence and risk

assessment on proposed engagements with non-State actors; guidance to technical units and departments at the three levels of the Organization on their engagement with non-State actors and to serve as the Secretariat for the FENSA Proposal Review Committee, which examines cases requiring senior management decision.

### **Assignment Summary:**

Under the supervision of the Unit Head, Due diligence and non-State actors Unit, the Junior Professional Officer (JPO) will conduct due diligence and perform risk assessment on WHO's engagements with non- State actors, provide guidance and recommendations to Framework of engagement with non-State actors (FENSA) focal points and WHO technical units at the three levels of the Organization on their engagement with non-State actors, support other aspects of the implementation of FENSA including but not limited to conduct briefing and training sessions on FENSA procedures and provisions, develop communications content to raise awareness about the Framework and other functions as required.

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

Under the guidance of the Unit Head, the main duties of the JPO are:

1. Review WHO engagements with non-State actors in accordance with FENSA and relevant WHO policies:
  - a) Perform due diligence and risk assessment on proposals for engagement with non-State actors.
  - b) Contribute to providing recommendations and technical guidance on engagements with non-State actors to WHO technical units at the three levels of the Organization in accordance with the procedures and provisions set in FENSA.
  - c) Support the review of engagements with WHO collaborating centres, and non-State actors' statements during WHO's Governing Bodies.
  - d) Communicate with non-State actors and address their questions with regard to the WHO Register and the accuracy of entries.
2. Support the provision of training and briefing sessions on FENSA and its procedures to better strengthen capacity in WHO.
3. Review existing and develop best practice and guidance documents on FENSA and its implementation including communication content to raise awareness about the Framework and other functions as required.
4. Perform other related responsibilities, as requested by the Unit Head.

**Supervisor:** Head of Unit, Due diligence and non-State actors

## **PART II: CANDIDATE PROFILE**

### **Qualifications and Experience:**

#### **Education:**

Minimum: **Master's degree** in political or economic sciences, law, international relations or related areas.

**Desirable:** Training in the conduct of due diligence and risk assessment.

**Work experience:**

Minimum: At least two years' experience in the area of international relations, law or diplomacy.

Desirable: Relevant work experience in engaging with non-State actors including in the area of public health. Knowledge of WHO rules and regulations.

**Skills required for the assignment:**

Minimum:

- Excellent critical analysis of political judgment, articulation, writing skills and good time management are a must.
- Demonstrated ability in the production of high-quality technical documents.
- Excellent organizational and analytical skills.
- Ability to summarize information in a clear and concise manner.
- Excellent interpersonal skills, tact, diplomacy and discretion.
- Ability to address multiple tasks and to manage competing demands with tact and discretion.
- Ability to be a cooperative team player.
- Ability to work with autonomy under tight deadlines and on a results-oriented basis.
- Ability to develop or propose innovative approaches and solutions.

Desirable:

- Strong knowledge in database management

**WHO competencies required for the assignment:**

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Building and promoting partnerships across the organization and beyond
5. Knowing and managing yourself

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-15 auf dem Bewerbungsbogen**

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