

## **Junior Professional Officer Program (JPO)**

### **TERMS OF REFERENCE**

#### **I. General Information**

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<b>Title:</b>	Junior Professional Officer, Technical Officer Ethics
<b>Organization:</b>	WHO, World Health Organization
<b>Unit:</b>	Office of Compliance Risk Management and Ethics (CRE)
<b>Country and Duty Station:</b>	WHO Headquarters, Geneva, Switzerland
<b>Duration:</b>	<b>2 years with possibility of extension for another year</b> <i>Please note that the extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance</i>

**Please note that for participants of the JPO-Programme two years of work experience are mandatory!**

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

The objective of the Office of Compliance Risk Management and Ethics (CRE) is to pursue excellence at all levels of WHO in an effective, efficient, transparent and accountable way. With regards to ethics, CRE aims to promote and uphold the highest organizational standards, ethical codes of conduct and core values.

#### **Assignment Summary:**

The Junior Professional Officer (JPO) will work in the Office of Compliance, Risk Management and Ethics (CRE) under the supervision of the Coordinator (Ethics), CRE and under the general guidance of Director, CRE. The incumbent is expected to provide support the work of CRE's Ethics team to promote and uphold the Organization's ethical principles. The incumbent will support the Ethics team in research and analysis regarding conflicts of interest for staff members, and external experts. The JPO will in particular:

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

1. Monitor, review, and analyze staff members requests of authorization for outside activities; (30%)
2. Draft correspondence and technical documentation (e.g. declared conflicts of interests for staff and WHO experts and the review of WHO policies and procedures related to conflict of interest) (30%);
3. Provide support related to advocating the promotion of high ethical standards with all staff, in consultation with the Coordinator, Ethics (10%);

4. Assist in preparing CRE materials for presentations, meeting documentations, training materials, and drafting reports, as relevant (20%);
5. Assist with problem solving on related matters, as assigned by the Coordinator Ethics, within the delegated responsibilities, as required (10%).
6. Any other duties as instructed by Director CRE or Coordinator, Ethics

**Supervisor:**

Coordinator Ethics

## **CANDIDATE PROFILE**

### **Qualifications and Experience:**

**Education:**

Master's Degree in Law, Political Science, Public Administration, or other social sciences.

Desirable: Law degree

**Work experience:**

Minimum: At least two years of experience in law, human resources, ethics/conflicts of interest management general international setting.

Desirable: Experience in human resources management, administrative or employment law

**Skills required for the assignment:**

Minimum: Technical Expertise; Overall attitude at work. Excellent written and spoken English, and ability to write documents and conduct research. Good analytical and problem-solving skills. Knowledge of standard databases and data management, with proven track-record in data management, and analytical ability. Attention to details. Ability to handle multi-tasking and work under stress and to tight deadlines. Strong interpersonal and communication skills, tact and a high degree of confidentiality and discretion. Proven ability to synthesize and summarize findings, and produce clear and concise reports and planning documents. Proven ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain high standards of personal conduct.

Desirable: Tact and understanding for requirements of dealing with confidential sensitive information

**WHO competencies required for the assignment:**

1. Producing results
2. Setting an example
3. Promoting innovation and organizational learning
4. Respecting and promoting individual and cultural differences
5. Communication
6. Teamwork

**Learning objectives of the JPO during this assignment**

Upon completion of the assignment, the JPO will have / be able to:

	Learning Objective	Training Components	When?
1.	Understand and assess potential areas of conflicts of interest	Understand WHO's Code of Ethics and Professional Conduct, and other policies relating to conflict of interest: training based on CRE documents, and coaching Analyse requests reaching the ethics office and identify problematic areas: on the job training to develop analytical skills Define a position on individual cases received by CRE: with support from the Ethics team	During the first year, on-going
2.	Communicate clearly and tactfully on sensitive issues	Attend meetings with the Ethics team and individuals, to assess situations and communicate CRE positions Draft formal communications	During the first year, on-going
3.	Develop efficient communication and training materials	Understand requirements to communicate effectively with clear and concise content for presentations, intranet messages, flyers. Propose creative solutions to reach the maximum of people effectively	During the first year, on-going

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 Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO).**

**Alle Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de),  
Stichwort: Junior Professional Officer (JPO)**