Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title: Junior Professional Officer, Technical Officer
Organization: WHO, World Health Organization
Programme/Department: Governing Bodies
Country and Duty Station: WHO Headquarters, Geneva, Switzerland
Duration: 2 years with possibility of extension for another year
Please note that 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!

Objective of the WHO Programme/Department:

Member States are at the core of WHO’s mission to drive sustainable global health impact. The department of Governing Bodies (GBS) is central to strategic engagement with Member States and the effective governance of WHO. As the core diplomatic interface for the Organization, GBS is critical to providing strategic advice and support to Member States. Integral to its purpose is planning and managing the World Health Assembly, the Executive Board and other intergovernmental processes established by them; language and (governing bodies’) documentation policy; and support for the delivery of multilingualism.

II. Duties, Responsibilities and Output expectations

The JPO will have the following duties and responsibilities:

1. Work as part of the governing bodies team in the run-up to, during, and following up to the Executive Board, the WHA and other intergovernmental meetings and related activities. Duties will include, as needed, attending meetings, preparing briefing notes and notes for the record, and responding to requests for information and support by the Permanent Mission focal points.

2. Support the general planning for the Executive Board and WHA, including, as needed, the preparations for the high level segment and arrangements for side events.

3. Provide support to informal consultations on draft resolutions and decisions.
4. In close collaboration with GBS staff, assist in developing and maintaining guides, presentations and training materials for governing body meetings and preparing briefings on specific topics.

5. Monitor media, and use social media to promote the objectives and work of governing bodies. Support efforts towards improving IT tools for governing body meetings.

6. Other duties as assigned

III. Candidate Profile

Qualifications and Experience:

Education:
Minimum: Master’s degree in law, international relations, or related fields.

Desirable: A University Degree, Master’s degree or Diploma in public health, political affairs, or related fields.

Work experience:
Minimum: At least two years’ experience in a ministry of foreign affairs, a ministry of health, or a ministry of development.

Desirable: work experience in an area of international/political affairs/diplomacy and/or in an intergovernmental agency.

Skills required for the assignment:
Minimum: Proficiency in spoken and written English. Strong analytical skills, strong interpersonal skills.

Desirable: Advanced knowledge of international affairs, diplomacy, negotiations,

WHO competencies required for the assignment

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

Learning objectives of the JPO during this assignment

Upon completion of the assignment, the JPO will have / be able / achieve the learning objectives
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<th>Learning Objective</th>
<th>Training Components</th>
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| 1. To achieve competency and understand WHO Member State engagement on key health issues | On the job training  
Participation in the Health Attaché training |
| 2. Understand the mandate, function and scope of WHO at three levels | Support Member State negotiations throughout the Governing Body cycle and during the Executive Board and WHA. |
| 3. Build collaborative and rewarding professional relationships and networks within WHO, across other UN Agencies and with delegations of the Permanent Missions to the UN in Geneva. | Through activities as indicated above, as well as through the 1st level supervisor, engagement with the Director of the Department of Governing Bodies, and other WHO Mentors. |

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 Informationen unter [www.bfio.de](http://www.bfio.de)