

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

PART I: INFORMATION ABOUT THE ASSIGNMENT

Title:	Junior Professional Officer, Technical Officer
Organization:	WHO, World Health Organization
Unit:	Antimicrobial Resistance Division
Country and Duty Station:	WHO Headquarters, 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 Antimicrobial Resistance (AMR) Division is to define, advance, promote and monitor comprehensive policies and strategies that prevent, reduce, and mitigate drug-resistant infections and the overall impact of antimicrobial resistance globally based on the Global Action Plan on antimicrobial resistance and the 13th Global Programme of Work of WHO and the Sustainable Development Goals (SDGs). It also provides global direction and strategic leadership for the global response to antimicrobial resistance in coordination with Food and Agriculture organization (FAO), Organization of Animal Health (OIE) and other UN and international agencies and facilitates the creation of common goal and vision through innovative partnerships, political engagement and promoting multi-sectoral engagement and synergy across the One Health spectrum in humans, animals, plants, food, feed and the environment. Its main objective is to support the development, implementation, and monitoring of One Health National Action Plans for member states and facilitate the mainstreaming of effective strategies and actions including on the prevention and control of infection, antimicrobial stewardship, awareness creation and communication, research and development in their health and development agendas in partnership with FAO, OIE and other key partners.

Assignment Summary:

The Junior Professional Officer (JPO) will work in the Department of Global Coordination and Partnerships on Antimicrobial of the WHO. Under the supervision of the Director, the JPO is expected to assist on a variety of tasks relating to the coordination of the global One Health response to antimicrobial resistance, in collaboration with the Food and Agriculture Organization of the UN, Organisation of Animal Health and other UN and international agencies as well as Member States and partners including the civil society and private sector. They will support countries through facilitating and supporting strategic

and innovative partnerships identifying and sharing good practice and supporting review and lesson learning at country level.

Duties, Responsibilities and Output expectations

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

1. Participate in and contribute to activities and meetings in relation to the WHO AMR mandate including meetings of WHO governing bodies, such as the World Health Assembly;
2. Contribute to collaborative inter-agency work (UN, FAO, OIE and EU agencies) including participation in inter-agency meetings, joint projects and joint events;
3. Assist in the development of country assessments, profile and regional situation analyses;
4. Liaise with WHO regional and country offices, project partners and tripartite constituents;
5. Review and synthesise evidence to provide high quality briefings;
6. Contribute to outreach activities through knowledge of modern communication means and provide substantive support to meetings, side events, consultations and conferences;
7. Liaise with stakeholders to support the participation of WHO at technical meetings, workshops, seminars and other events in antimicrobial resistance, attend meetings and briefings as requested;
8. Draft progress reports, high-quality file notes, meeting summaries and other technical communication (e.g. reports to donors, annual reports, briefing notes, talking points for the Director's meetings with high-level officials and summaries of meetings);
9. Maintain and update a database on key meetings and events in AMR;
10. Perform other duties as assigned.

During the period of assignment, the JPO would have contributed to the following key outputs:

1. Establishment of a Work Plan: During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.
2. Completion of two or more missions to Regional and or Country Offices to build collaboration and strengthen country capacity.
3. Contribute to the development of a review of existing strategies that prevent, detect and control emerging AMR threats.

Supervisor:
Coordinator Ethics

PART II: CANDIDATE PROFILE

Qualifications and Experience:

Education:

Minimum: **Master's Degree** from an accredited academic institution/**university** in one of the following: public health, epidemiology, veterinary studies, public administration, health related sciences, natural and social sciences, development studies, international relations, health economics, law or relevant area.

Work experience:

Minimum: a minimum of two years' experience in public health, epidemiology, country support initiatives, stakeholder coordination, or related areas.

Desirable: Work experience in health in a developing country or experience of the development work of the United Nations, other international organizations or non-governmental organizations would be an asset.

Skills required for the assignment:

Experience of working with government institutions, health institutions. Demonstrated ability to work in multicultural settings and excellent inter-personal skills. Excellent skills in Microsoft Office, project management and report writing.

Minimum: Languages:

Fluency in English is required. Ability to communicate and draft concisely in English.

Desirable:

Working knowledge of French or any other UN language.

WHO competencies required for the assignment:

1. Teamwork
2. Communication
3. Knowing and Managing Yourself
4. Building and Promoting Partnerships Across the Organization and Beyond
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 to:

Achieving the learning objectives

	Learning Objective	Training Components	When?
1.	Understand and analyse the political context of complex situations in multilateral diplomacy to working effectively in a multi-cultural environment.	On the job training Participation in training activities	During the first year
2.	Understand the mandate, functioning and scope of WHO at the three levels and understand how bilateral meetings with high-level political dignitaries are prepared	Taking active part in all Governing bodies activities (including World Health Assembly, bilateral meetings with Member States) Participation in technical briefings, workshops, seminars including with the participation of high-level dignitaries.	During the first year
3.	Enhanced communication skills developed through report writing and presentations and other outreach activities	Delivers high quality notes to file, and meeting summaries. Participates in to outreach activities and political advocacy using knowledge of modern communication means.	Ongoing activity
	Build collaborative and rewarding professional relationships and networks, and hone leadership and management skills	Through activities listed above, as well as through mentorship by first level supervisor	Ongoing activity

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**

Alle Informationen finden Sie unter www.bfio.de