

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

PART I: INFORMATION ABOUT THE ASSIGNMENT

Title:	JPO, Technical Officer Vaccine Safety
Organization:	WHO, World Health Organization
Unit:	Regulation and Safety Unit (REG)
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 Regulation of Essential Medicines and other Health Technologies Unit works with Member States and partners to improve access to essential medicines and other health technologies of assured quality, and to promote that these are used rationally. The unit works with divisions across the Organization in the wider framework of Universal Health Coverage and cooperates with disease-oriented programmes; a wide range of UN organizations; international partners and expert networks; and WHO Collaborating Centres towards the Sustainable Development Goals. The unit covers regulation of medicines and other health technologies comprising medicines, vaccines, other biologicals, blood products, medical devices, and diagnostics, and includes normative and standard setting work, the prequalification of medicines, vaccines and diagnostics for UN and international procurement, strengthening of regulatory authorities and networks, and the safety and vigilance on health technologies, and work to address the growing incidence of substandard and falsified medical products.

Assignment Summary:

As part of the WHO's work to strengthen country and regional regulatory capacity to enable better global access to quality health care products, WHO has established a WHO National Control Laboratory Network for Biologicals to ensure effective regulatory oversight and cost-effective testing for vaccines, as an important component of closing the immunization gap. Under the overall supervision of the Scientist, Laboratory Networks and Services (LNS) Team, the Junior Professional Officer (JPO) will assist in the further development and operationalisation of the WHO National Control Laboratory Network for Biologicals, through a number of specific tasks, including provision of WHO guidelines and capacity-building; facilitate participation of vaccine producers and regulators in international events and collaborative activities; develop work plans; liaise with existing and new network members; prepare

formal agreements for collaboration; and liaise with the WHO Information Management and Technology department for management of the electronic platform and Network SharePoint. In the context of the current COVID-19 pandemic and in view of the need to ensure rapid worldwide access and high uptake of vaccines against COVID-19 upon their marketing authorization, agreements are being sought from vaccine manufacturers that national control laboratories may share lot release information with WHO and its Network member countries. The agreements will enable Network member regulatory authorities to rely on the regulatory oversight of the releasing, reference authorities instead of re-testing COVID-19 vaccines in recipient countries. The JPO will play an important role in supporting this work. The JPO will be an integral part of the Laboratory Networks and Services (LNS) Team; Regulation and Safety (REG) Unit; Regulation and Prequalification (RPQ) Department; Access to Medicines and Health Products (MHP) Division in the World Health Organization Headquarters, Geneva, Switzerland.

Duties, Responsibilities and Output expectations

Under the overall supervision of the Scientist, Laboratory Networks and Services Team, the Junior Professional Officer (JPO) will assist in the further development and operationalisation of the WHO National Control Laboratory Network for Biologicals, through a number of specific tasks, as follows:

- Contribute to ensure the quality, safety and efficacy of vaccines by working with Member States towards mutual recognition of regulatory oversight of responsible national regulatory authorities, i.e. ensure access to information on vaccine quality assurance and monitoring; provision of WHO guidelines and capacity-building, and facilitate participation of vaccine producers and regulators in international events and collaborative activities;
- Assist in the further development and operationalization of the WHO National Control Laboratory Network for Biologicals, i.e. development of work plan, liaise with existing and assist in the recruitment of new network members; assist in the preparation and conclusion of formal agreements for collaboration in particular for the lot release information agreements; and liaise with the WHO Information Management and Technology department for management of the electronic platform;
- Oversee and monitor updates and information by Network members into the SharePoint for the WHO National Control Laboratory Network for Biologicals (including monitoring SharePoint access rights); and support the overall management of the SharePoint and its data repository such as new network membership, data content and events calendar, and facilitate sharing of technical expertise through network channels.

Supervisor:

Laboratory Networks and Services Team, Regulation and Safety (REG) Unit

PART II: CANDIDATE PROFILE

Qualifications and Experience:

Education:

Minimum: **Master's Degree** in biological sciences, public health, medicines, health sciences or related fields.

Work experience:

Minimum: Two years relevant professional experience.

Desirable: Professional experience from an international organization, or at country level; professional experience in regulation and control of vaccines/biological products would be an asset.

Skills required for the assignment:**Minimum:**

Excellent knowledge of spoken and written English

Proficient in Microsoft Office: Word, Excel and presentation software

Desirable:

Knowledge of other UN official languages would be an asset

Experience in the coordination of multiple partners.

WHO competencies required for the assignment:

- Communication
- Producing results
- Moving forward in a changing environment
- Teamwork
- Respecting and promoting individual and cultural difference

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 (<i>Indicate training / learning activities, based on which objective can be achieved</i>)	When? (<i>Indicate when the activity will take place</i>)
1	Gain experience from working in the United Nations, at Headquarters and country level. Understand the workings of the international development community.	On-the-job training, including duty travel to WHO Regional and Country Offices and interactions with global health experts, government and partners from WHO Collaborating Centres, United Nations agencies, donor governments and international, regional and national institutions working in health. Scheduled training opportunities, where relevant.	Throughout the assignment
2	Develop technical understanding of the international processes required to ensure the quality and safety of health commodities on the world market, and the context of health systems strengthening.	On-the-job training, including duty travel to WHO Regional and Country Offices and interactions with global health experts, government and partners from WHO Collaborating Centres, United Nations agencies, donor governments and international, regional and national institutions working in health. Scheduled training opportunities, where relevant.	Throughout the assignment
3	Gain experience in management and implementation of international health development programmes and manage networks of international partners.	On-the-job training through day-to-day activities.	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 Performance Management and Development System (PMDS).

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen**

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