



WORLD HEALTH ORGANIZATION

POST DESCRIPTION: PROFESSIONAL

Post No.:

WHO Office/Region :

Title:

Country/Duty Station:

Classified Grade:

Cluster/Department/Unit:

STATUS (Check as needed)

Effective date:

NEW

Functional Title:

REVISION

EXTENSION

RE-CLASSIFICATION

CCOG Code:

First Level Supervisor:

Allotment no.:

Grade:

Post No:

Duration of post:

Second Level Supervisor:

Grade:

Post No:

POST DESCRIPTION

Purpose of the Post:

Objectives of the Programme and of the immediate unit or field activity (Overview of the programme):

Organizational Context (Describe the work environment, the role of the individual within the team – team member, specialist, adviser, facilitator, coordinator/manager, representative, expert, authority in the field, etc) available guidelines and degree of independence in decision making, and nature and purpose of contact within and outside the Organisation.

Summary of Assigned Duties (Describe what the incumbent has to do to achieve main objectives):

RECRUITMENT PROFILE

Competencies: Generic (Describe the core, management or leadership competencies required - See WHO competency model – list in order of priority, commencing with the most important ones)

- | | |
|----|-----|
| 1) | 6) |
| 2) | 7) |
| 3) | 8) |
| 4) | 9) |
| 5) | 10) |

Functional Skills and Knowledge:

Education (Qualifications) :

Essential:

Desirable:

Experience :

Essential:

Desirable:

Languages:

Other Skills (e.g. IT):

Certified as an accurate description of the duties/responsibilities assigned and performed (if post is occupied)

Signed and approved by:

Responsible Officer:
(1st Level Supervisor)

Name

Date and Time

2nd Level Supervisor:

Name

Date and Time

Human Resources Officer:

Name

Date and Time

Classification Specialist:

Name

Date and Time