Technical Officer - Planning, Monitoring and Evaluation - (1803952)

Grade: P4
Contractual Arrangement: Fixed-term appointment
Contract duration: 24 months
Posting Date: Oct 10, 2018, 5:28:36 PM
Closing Date: Oct 31, 2018, 4:29:00 AM
Primary Location: Bangladesh-Dhaka
Organization: SE_BAN WR Office, Bangladesh
Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

The objective of the Programme is to deliver WHO core functions at the country level, with particular focus of the Organization's directing and coordinating role for international work. Within this framework, activities include support to the Government in the formulation, implementation and evaluation of national health policies, strategies and plans, and development and management of WHO's technical cooperation programmes at the country level.

The specific objective of the programme, based in Category 6, is to provide support in planning and management, including development of workplans, monitoring and implementation of WHO collaborative programmes in line with policies of the Organization and facilitation of all activities relating to partnerships, interagency coordination, donor relations and resource mobilization at the country level.

DESCRIPTION OF DUTIES

Under the direct supervision of Deputy WHO Representative, and WHO Representative and in close collaboration with the respective departments in Regional Office for South-East Asia (SEARO) and HQ, the incumbent will perform the following duties:

1. Coordinate planning and budgeting, including the development of workplans and related budgets for WCO projects in line with SEARO and WHO HQ guidance;

2. Lead the continuous monitoring, and evaluation on programme implementation to ensure efficiency and effectiveness the collaborative programmes of WHO in Bangladesh, including the development of evaluation approaches and instruments in collaboration with WCO technical units to be used to assess project outcomes;

3. Coordinate the development of various written reports, documents and communications, e.g. donor reports, concepts notes, proposals, presentations, annual reports etc.;

4. Coordinate technical support on monitoring and evaluation to WCO technical units and implementing partners, to ensure that monitoring and evaluations aspects are fully integrated into project activities;

5. Support the development, maintenance and utilization of an indicator database relevant to WCOs country programme, and provide support to WCO technical units to ensure that key project indicators are collected and reported in a timely manner;

6. In collaboration with WCO technical units, analyze and evaluate available data to ensure achievement of objectives and suggest remedial actions, when necessary;

7. Introduce new approaches and methods in project monitoring and evaluation. Including development, application and promotion of relevant tools for monitoring and reporting activities in the project, following SEARO and WHO HQ guidance;
8. Developeffective and proactive fundraising strategies, and ensuring systematic and planned approaches to government counterparts, other development partners, diplomatic missions;

9. Assess/evaluate the progress status of selected projects through field missions;

10. Research, write and edit information materials in support to resource mobilization activities;

11. Undertake any other assignments as may be requested or delegated by the supervisor.

REQUIRED QUALIFICATIONS

Education

Essential: Advanced University Degree in social science, health science, public administration or related field from a recognized University.

Desirable: Post- Graduate training in Project management, public health or related field from a recognized University.

Experience

Essential: At least 7 years of relevant experience in an international organization, including programme monitoring, reporting and evaluation including three years of international experience.

Desirable: Experience and knowledge of WHO mandate and goals. Fund raising experience for WHO and/or UN Agencies. Experience in conducting training.

Skills

- Thorough knowledge of program monitoring, reporting to donors and respective tools;
- Ability to analyse programme proposals and budgets and prepare status reports
- Excellent communication skills (written and oral);
- Good training skills;

Other Skills (e.g. IT): Proficient in MS Office Software applications, data analysis and technical presentations.

WHO Competencies

Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Building and promoting partnerships across the organization and beyond
- Ensuring the effective use of resources

Use of Language Skills

Essential: Expert knowledge of English.

Desirable:

RENUMERATION

WHO salaries for staff in the Professional category are calculated in US dollars. The remuneration for the above position comprises an annual base salary starting at USD 71,332 (subject to mandatory deductions for pension contributions and health insurance, as applicable), a variable post adjustment, which reflects the cost of living in a particular duty station, and currently amounts to USD 2057 per month for the duty station indicated above. Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
• Please note applications should be submitted through WHO's online recruitment portal. Please visit www.who.int/careers to complete an online profile and to apply to this vacancy.

• Only candidates under serious consideration will be contacted.

• A written test may be used as a form of screening.

• The written test for shortlisted candidates will be tentatively be held in week starting 26 November 2018 – 30 November 2018. Candidates are advised to make themselves available during that period.

• In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma (s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.

• Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.

• For information on WHO's operations please visit: http://www.who.int.

• WHO is committed to workforce diversity.

• WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

• WHO has a mobility policy which can be found at the following link: http://www.who.int/employment/en/. Candidates appointed to an international post with WHO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.

• Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.