

Title/Grade: Program Management Officer (equivalent to NO.C)	Date: 21 December 2018
Contract type: Special Services Agreement (SSA)	Deadline for applications: 5 January 2019
Duration: Initial offer of one year, extendable (For details on contract type, please refer to Additional Information below)	Prospective Location: New Delhi, India

The incumbent will be initially stationed at the prospective location. S/he could be posted anywhere in India as per the Project needs.

INTRODUCTION:

All the Member States of WHO in the South East Asia Region share the common value of the highest attainable standard of health as a fundamental human right. All of WHO actions are based on this and rooted in the underlying values of equity, solidarity and participation.

WHO's mandate revolves around six (6) leadership priorities specifying (i) advancing universal health coverage (ii) health related sustainable development goals (iii) addressing the challenge of non-communicable diseases and mental health, violence and injuries and disabilities (iv) implementing the provisions of the International Health Regulations (2005) (v) increasing access to quality, safe, efficacious and affordable medical products (vi) addressing the social, economic and environmental determinants of health.

The South – East Asia Region of WHO is made up of 11 countries, with over 1.8 billion people, with India's population of 1.3 billion. The diversity of people and health situations requires, on the demand side, a solid understanding of the emerging socio-economic, epidemiologic and demographic patterns and trends at both aggregate as well as national and sub-national levels, with due sensitivity to disadvantaged populations and vulnerable segments of society. On the supply side, it is equally crucial to have a solid understanding of the commonalities and divergences of the health systems as well as of the circumstances and political economy under which they have evolved and operate.

Mission of the WHO Country Office for India

In the context of the General Programme of Work and within the framework of WHO's Country Cooperation Strategy, the mission of WHO Country Office for India (WCO-India) is to support India in: (i) developing and sustaining its own health policies, health systems and public health programmes; (ii) working to prevent and overcome threats to health; (iii) anticipating future challenges; and (iv) advocating public health.

In pursuit of the above goals, the National Polio Surveillance Project (NPSP) of WCO-India was launched in 1997 to work closely with the Union and State governments to support polio eradication activities in India. Following eradication of polio from India in 2011 and certification of WHO SEAR as polio free in March 2014, NPSP continues to support the government in implementation of the Polio Eradication and End Game Strategic Plan (2013-19).

Further, NPSP is transitioning by broadening its scope of work and is providing support for the intensification of routine immunization as a part of the overall health system strengthening, supporting the goal of measles elimination & rubella control and introduction of new vaccines, in India.

Description of Duties:

Under the overall guidance of the Team Leader - NPSP and day-to-day supervision of the Deputy Team Leader - NPSP, with a view to achieve the expected results set out in the relevant WCO-India work plans in accordance with the WHO's Country Cooperation Strategy with India, the incumbent will have the following responsibilities in her/his assigned area of work:

I. Programme management:

- coordinate development of programme activities in line with the Government of India, Immunization Division and Regional Vaccine Action Plan priorities
- develop and manage operational work plans, involving regular and extrabudgetary funds
- manage process of developing proposals in line with results-based management framework of WHO

II. Monitoring of processes associated with NPSP programme planning, implementation, and analysis:

- regular analysis of NPSP activity proposals, including monitoring within GSM
- maintain and accurate and complete tracking of activities against donor-agreed grants
- regular coordination with NPO Planning to ensure programme coordination
- drafting and analysis of 6-, 12- and 18-month progress reports, and end of biennium assessments
- regular monitoring and evaluation of programme activities

III. Programmatic reviews:

- conduct quarterly focused reviews with a particular emphasis on budget utilization against planned activities
- plan and support implementation of remedial action for problems related to programme implementation
- coordinate strategic planning of each NPSP cluster

IV. Other duties:

- assist in organizing workshops and meetings
- draft proposals and reports for extra-budgetary sources
- develop a resource mobilization plan and ongoing coordination of resource mobilization activities
- undertake other duties as assigned by the Team Leader, National Polio Surveillance Project

Perform any other duties as assigned by supervisor(s).

QUALIFICATIONS REQUIRED

Education:

Essential: University degree in Business Administration

Desirable: Post graduate degree in public health/other allied fields

WHO only considers higher educational qualifications obtained from accredited institutions. The list can be accessed through this link: <http://www.whed.net/>

Competencies:

- Producing Results
- Moving Forward in a Changing Environment
- Communicating in a Credible and Effective Way
- Fostering Integration and Teamwork
- Creating an empowering and motivating environment

Functional Skills and Knowledge:

- Solid knowledge/experience in the area of programme planning, analysis of health programmes conducted in collaboration with Ministries of Health, financial planning and budgeting.
- Understands the principles and practices of programme and project management (development, implementation, monitoring and evaluation of processes, and outputs), including the log frame approach. Capable of clear strategic vision for management of priorities. Capacity to manage change and movement of resources between projects to ensure effective and efficient programme performance within a results-based management framework.
- Has, or can quickly acquire, a thorough working knowledge of essential WHO procedures, policies, rules and regulations.
- Has very good interpersonal skills with the ability to work well with, and positively relate to people at all levels and from all backgrounds and orientations.
- Able to acquire, analyze and communicate information (both verbally and through a good standard of written English) and based on evidence and knowledge, suggests appropriate action.
- Able to work independently, to take initiative and to supervise other staff effectively.
- Understands and behaves within WHO professional, ethical and legal boundaries and encourages others to adhere to these.

Experience:

Essential: At least 5 years broad experience in programme management and administration support (or other relevant areas) in a medium to large size health or health-related organization, with supervisory responsibilities.

Desirable: Experience in programme or project development, monitoring, reporting, budgeting, or other relevant areas would be an advantage. Postgraduate qualification in a management related discipline would be an added advantage.

Languages: Excellent knowledge of written and spoken English and working knowledge of local language will be an asset. Also, working knowledge of one or more UN languages will be an advantage.

Other Skills (e.g. IT): Skills in using Microsoft Office software and ability to adapt to other computer applications (e.g. the Global Management System).

Additional Information:

Monthly remuneration is INR 232,694 taxable as per Indian laws and the appointment will be through Special Services Agreement (SSA) extendable subject to satisfactory performance and continuing need for the function. S/he could be posted anywhere in India as per the Project needs.

Program Management Office is a national of the country (India) in which s/he has to serve, is recruited locally and is not subject to assignment to any official station outside the home country. Only Indian Nationals should apply.

The incumbent should contribute to ensuring high professional, ethical, and institutional standards of the Organization. S/he should also meet professional conduct expectations, and basic universal norms of honesty, integrity, loyalty, and lawful behavior. This includes compliance with the above, including ability to: perform within existing organizational structures and governance; adhere to WHO's processes; demonstrate gender and cultural sensitivity; demonstrate respectful and constructive interpersonal communication; perform as a team player; and demonstrate due diligence.

Applications which are not completed in all respects will not be considered.

Those who are interested may wish to send their applications in the attached Personal History Form (PHF) (signed and duly completed in all respects) to [**seindhr@who.int**](mailto:seindhr@who.int)

A written test and interviews will be used as a form of screening

“WHO IS COMMITTED TO WORKFORCE DIVERSITY”

Only candidates under serious consideration will be contacted.



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