



**World Health Organization/Organización Mundial de la Salud
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

POST DESCRIPTION

**Job Identification: CCOG 1.A.02
Job Profile: J1852**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Public Health Policy and Program Advisor	PRFN	P18259	P-4	Lima, Perú

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Office of Country and Subregional Coordination (CSC), located under the Office of the Director, promotes and contributes to the organization-wide effort to strengthen PAHO/WHO's country focus and achieve the organizational objective of responding better to country needs, especially in the context of WHO reform at country level. CSC ensures the development, use, and monitoring of high-quality Country and Subregional Cooperation Strategies that address not only national and subregional health development priorities, but also the regional and global mandates and agreements to which countries have committed. CSC analyzes data on the political, technical, managerial, and administrative aspects of PAHO/WHO's country and subregional operations; provides strategic information to foster integrated country-focused technical cooperation; and contributes to efficient and effective country presence, promoting the involvement of PAHO/WHO Country Offices and the countries themselves in the essential functions of the Organization. CSC also assesses the Organization's performance at country and subregional levels; highlights and shares country and subregional achievements and lessons learned; and promotes country cooperation for health development.

ORGANIZATIONAL CONTEXT

Within the PAHO/WHO policy framework, the incumbent provides advice and support to the CSC Head and formulates recommendations for decision-making that support the function of political and strategic engagement with partners at the subregional level and serves as the focal point for technical cooperation at that level. The position requires research and analysis of various factors, initiatives, and trends to determine their potential impact on the political and strategic work carried out in support of the mission of the Organization. It requires strategic planning, developing, recommending and implementing initiatives to facilitate efficient and innovative modalities of work for the Integration Mechanisms present in the Subregion. A thorough understanding of the processes and dynamics of the subregional integration mechanism is highly important for the discharge of the functions. Work also involves providing advice and recommendations concerning the Organization's policies, strategic directions and corporate approaches, coordinating, supporting and facilitating interaction among the key actors.

SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Head CSC the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide policy analysis to advise and develop strategic recommendations for the Head of CSC on the oversight function of the technical cooperation of PAHO at the Subregional level; ensure that the program of work is aligned with the Organization's frameworks and mandates;
- b) Develop and identify strategies that facilitate the implementation of efficient and innovative modalities of work in the Subregion; promote inter-programmatic collaboration, and mainstreaming of cross-functional themes within the departments and PAHO/WHO and Country Offices; monitor and analyze policy; analyze and follow up inter-programmatic and operational coherence between country, regional and global initiatives;

- c) Collaborate in the development and establishment of mechanisms to facilitate the satisfactory functioning of the Office at the subregional level; ensure effective coordination, setting of targets, mainstreaming of work, and bridging with the Organization's policy, programmatic and administrative features;
- d) Identify, promote, establish, maintain, and coordinate liaison across PAHO, within WHO, with other United Nations organizations, or with other partners working in the Subregion in order to maximize programmatic integration, efficiency and effectiveness; promote, establish and support strong partnerships where relevant with intergovernmental bodies within the Subregion, as well as with stakeholders, collaborating centers or other institutions invested in public health in the Americas;
- e) Facilitate the mainstreaming of the Subregional approach within the work of the Departments with particular attention to the priorities identified in the subregional health frameworks;
- f) Review project proposals and agreements ensuring that these are aligned with the Organization's program of work and priorities; develop procedures and make recommendations for efficient and effective project review and monitoring; provide feedback on resource mobilization strategies to identify additional extra-budgetary funding to support the BWP;
- g) Support the CSC Head in the establishment of systematic mechanisms of collaboration with the Pro-Tempore Presidencies, the Offices of International Relations, and the Subregional Integration Mechanisms;
- h) Review technical and strategic documents; provide guidance to technical areas in relationship with the preparation and follow-up of Governing Bodies meetings, resolutions and activities; collaborate in the preparation and follow-up of high-level ministerial summits, and meetings related to health and development in the Subregion;
- i) Elaborate recommendations for the development, implementation, monitoring and dissemination of operational procedures, guidelines and standards within the Office of Country and Subregional Coordination (CSC) to ensure alignment with new modalities of work in Headquarters, Country Offices and Centers;
- j) Promote teamwork across the organization and establish an environment which encourages participation, stimulates each staff member's creativity and interest and fosters a multidisciplinary approach; participate in identifying staff development needs and collaborate in planning and executing programs to address managerial development needs;
- k) When called upon to directly supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- l) Represent the Head of CSC, upon request;
- m) Perform other related duties, as assigned.

KEY BEHAVIORAL COMPETENCIES

Overall attitude at work: Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

Respecting and valuing individual differences: Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

Teamwork: Collaborate and cooperate with others - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

Communication: Write effectively/Share knowledge - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

Producing Results: Work efficiently and independently/Deliver quality results - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration - Builds and negotiates strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

TECHNICAL EXPERTISE

- Sound knowledge in public health for the development, implementation, and analysis of technical cooperation programs and activities, including budget/project programming and control.
- Thorough understanding of the functioning of the subregional integration mechanisms, including its entities, decision making process and key stakeholders.
- Sound knowledge and skills in policy analysis and project formulation and management of technical cooperation programs.
- Ability in the formulation of technical cooperation interventions and in the development of criteria for evaluating program interventions.
- Strong professional oral and writing skills, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization and key partners and stakeholders.

EDUCATION

Essential: A bachelor's degree in one of the health, social or management sciences and a master's degree in public health, public policy, international relations, public administration, political science or any other field related to the functions of the post from a recognized university.

EXPERIENCE

Essential: Nine years of combined national and international experience working in international development programs involving multiple stakeholders; experience should include development of strategy and programmatic analysis, planning and evaluation of health programs including resource mobilization.

Desirable: Knowledge/expertise on Subregional Integration mechanisms.

LANGUAGES

Very good knowledge of English or Spanish with working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.