



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

POST DESCRIPTION

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Specialist, Research and Collaboration Review Processes	PRFN	P18320	P02	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Department of Evidence and Intelligence for Action in Health (EIH) is responsible for leading the Organization through a comprehensive and continuous data-to-impact cycle. This cycle begins with the production and availability of high-quality basic and disaggregated data and scientific research, supported by strengthened research and information systems and digital transformation for health. It continues with the ethical use of data to generate health intelligence—through analysis, modelling, forecasting, and data science—to inform decision-making and action in health. The cycle also includes knowledge generation and management to improve access to, use of, and sharing of health evidence; the acceleration of clinical trials and prioritization of scientific innovation that is responsive to regional needs; and the development and dissemination of information products. It culminates in knowledge translation to support ethically sound and evidence-informed health decision-making, including the management of the Pan American Journal of Public Health, and the Organization’s digital platforms and information products.

ORGANIZATIONAL CONTEXT

The incumbent is a member of the Science and Knowledge for Impact Unit (SK) within the Department of Evidence and Intelligence for Action in Health (EIH) and supports two core functions: managing the processes pertaining to the of AMRO/WHO Collaborating Centers (WHOCCs), and secretariat support to PAHO’s Ethics Review Committee (PAHOERC), in close coordination with the Advisors responsible for those areas of work. The role serves as focal point for WHOCC processes, statutory procedures, and use of the global database; facilitates coordination among centers, technical areas, relevant PAHO entities, and WHO; and provides guidance and training. Moreover, the incumbent supports PAHOERC by contributing to ethics review processes, coordinating communications, liaising with relevant teams, ensuring compliance with standard operating procedures and PAHO/WHO policies, and ensuring optimal use of the digital platforms used for WHOCCs and PAHOERC review processes

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Evidence and Intelligence for Action in Health (EIH) and the direct supervision of the Unit Chief, Science and Knowledge for Impact (EIH/SK), the incumbent will be responsible for, but not necessarily limited to, the following assigned duties:

- a) Manage processes for ethics review of research and WHOCCs (i.e., designations, re-designations and discontinuations) in accordance with WHO and PAHO policies, relevant international standards (e.g., CIOMS standards for research with human participants) and the recommendations of WHO Expert Advisory Panels (EAPs);
- b) Coordinate and provide assistance throughout processes (including the inquiries preceding submissions of proposals for new designations and the (re-)designations of WHOCCs and protocols of research with human participants, the screening of submissions based on established criteria, the support of the review itself, the incorporation of required revisions, and the issue of decisions as appropriate, the management of communications, and the liaison with relevant counterparts) ensuring efficiency and integrity;
- c) Support the Secretariat and serve as regional focal point for PAHOERC and WHOCCs, respectively, providing information and assistance to PAHO personnel, external investigators and counterparts, and WHOCCs;
- d) Oversee digital systems for processes (ProEthos and eCC), including system administration, user support, quality control, and continuous system improvement in coordination with ITS/PAHO and WHO;
- e) Support ethics review committee operations, including preparation of documentation, coordination of meetings, drafting of minutes, decisions, and technical reports, and communication with research teams throughout the review process;
- f) Support PAHO’s research governance, ethics, and institutional networks;

- g) Coordinate across PAHO and WHO structures, including technical units, Legal Office, Office of the Assistant Director, and the Regional Bioethics Program;
- h) Provide support and training to staff, committee members, and institutions on ethics review processes, WHOCCs and PAHOERC policies, and the use of electronic management systems;
- i) Ensure institutional memory and accountability through document management, reporting, monitoring of approved studies, and maintenance of databases;
- j) Support knowledge management and visibility, including maintenance of WHOCC site, relevant PAHO intranet and internet sites, and knowledge network web pages, fostering alignment with PAHO's strategic priorities;
- k) Manage the membership of WHO EAPs (in coordination with WHO/HQ) and PAHOERC;
- l) 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.

Teamwork: Collaborate and cooperate with others/Deal effectively with conflicts - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings. Identifies conflicts in a timely manner and addresses them as necessary; understands issues from the perspective of others; does not interpret/ attribute conflicts to cultural, geographical or gender issues.

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.

Communication: Express oneself clearly when speaking/Write effectively / Share knowledge - Quality and quantity of communication targeted at audience. Listens attentively and does not interrupt other speakers. Adapts communication style and written content to ensure they are appropriately and accurately understood by the audience (e.g., power-point presentations, communication strategies, implementation plans). Shares information openly with colleagues and transfers knowledge, as needed.

Knowing and managing yourself: Remain productive /Manage stress/Continuously learn - Remains productive even in an environment where information or direction is not available, and when facing challenges; recovers quickly from setbacks, where necessary. Manages stress positively; remains positive and productive even under pressure; does not transfer stress to others. Seeks informal and/or formal learning opportunities for personal and professional development; systematically learns new competencies and skills useful for job; takes advantage of learning opportunities to fill competencies and skill gaps.

Producing Results: Work efficiently and independently / Deliver quality results/Take responsibility - Prioritizes work and makes planning/Organizational adjustments as necessary; seeks clarification from supervisor on timelines, as needed. Use feedback and input from supervisor to achieve results. Produces quality results and has frequent discussions with supervisor to achieve results, is action-oriented and sees tasks through to completion. Shows understanding of own role and responsibilities in relation to expected results. Solicits and accepts direction and guidance from supervisor and team members and takes responsibility for own work and actions, as appropriate.

TECHNICAL EXPERTISE

- Comprehensive knowledge of research ethics and governance, including ethical principles and regulatory frameworks for research involving human participants, and practical application of ethics review processes at national and regional levels.
- Proven technical expertise in electronic management systems, including online platforms for ethics review, institutional review workflows, and collaborative network or registry management.
- Demonstrated capacity to plan and deliver training activities, including the development of supporting materials related to research ethics, institutional processes, and information systems.

- Strong understanding of regional and international normative frameworks governing research ethics, institutional collaboration, and scientific cooperation.
- Advanced skills in knowledge and information management, including the organization, dissemination, and use of digital repositories, databases, and collaborative platforms supporting inter-institutional networks and committees.
- Sound knowledge of project and process management principles, with the ability to coordinate multiple workflows, integrate administrative and technical inputs, and support evidence-based decision-making in complex organizational environments.
- Strong analytical, organizational, and quality-assurance skills, with exceptional attention to detail and the ability to manage sensitive, confidential information in compliance with institutional standards.
- Strong communication skills, both written and oral, including the preparation of technical reports, policy-relevant documentation, and presentations for senior management and governing bodies.
- Proven ability to work effectively in multicultural and multidisciplinary environments, fostering collaboration across technical units, institutions, and international partners.

EDUCATION

Essential: A bachelor’s degree in humanities, a social or health science, law or in any other discipline related to the functions of the post from a recognized university, plus training in ethics review of research with human participants.

Desirable: Training in research ethics; knowledge, information or research management; research methodology; or biostatistics would be an asset

EXPERIENCE

Essential: Five years of combined national and international work experience in ethics review of research, project management, and management or support of networks using digital tools.

Desirable: Experience managing research ethics committees, conducting research ethics training, and implementing digital tools for ethics review processes. Experience with UN digital platforms, working with a UN organization, or other international organizations.

LANGUAGES

Very good knowledge of English or Spanish with a 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, spreadsheets and presentations, as well as Enterprise Resource Planning (ERP) and management information systems. Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, Word, Visio and Project are considered essential. Other IT skills and knowledge of other software programs such as content management systems (such as Drupal, WordPress or Joomla) and WHOCCs e-CC system would be an asset.