

 Pan American Health Organization  World Health Organization REGIONAL OFFICE FOR THE Americas		World Health Organization/Organización Mundial de la Salud Pan American Sanitary Bureau/Oficina Sanitaria Panamericana POST DESCRIPTION		
Job Identification: CCOG 1.A.09 Job Profile: J1890		Duration of Post: ☒ Limited ☐ Indefinite		
Title	Category	Position Number	Grade	Duty Station
Advisor, Pharmaceutical Regulatory Systems Development	PRFP	P13680	P4	Washington, DC

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Innovation, Access to Medicines and Health Technologies Department (IMT) is responsible for promoting, coordinating, and implementing the Organization's technical cooperation in access to and rational use of quality medicines and other health technologies. IMT works across all categories of medicines and health technologies, including medicines, vaccines, diagnostics, medical equipment, blood products, and organs for transplantation. IMT supports countries in addressing barriers to access, addressing challenges across the medical product full life cycle, strengthening regulatory capacity and supporting evidence-based decision making and rational use through health technology assessment. IMT consolidates action in the development of pharmaceutical and other health technology related services and leads efforts in innovation through the regional platform to advance the manufacturing of vaccines and other health technologies, increasing regional capacity in the research and development of priority health products, and supporting the generation of ecosystems to enable development, production and access to medicines and other health technologies.

ORGANIZATIONAL CONTEXT

The position is located within the Unit of Quality and Regulation of Medicines and Health Technologies (QR), Department of Innovation, Access to Medicines and Health Technologies (IMT), and operates in close collaboration with regional entities, Country Offices, and external partners. The incumbent serves as a regional advisor responsible for strengthening pharmaceutical regulatory systems across the Region and for leading and coordinating regulatory networks, working groups, and collaborative initiatives, particularly the Pan American Network for Drug Harmonization (PANDRH). The role focuses on fostering collaboration among national regulatory authorities, collaborating centers, regional and international regulatory networks, and other key stakeholders to advance regulatory convergence and capacity building. Key responsibilities include providing technical cooperation and expert guidance to assess and strengthen regulatory systems and capacities; promoting the adoption of sound regulatory principles, tools, and best practices, and supporting the development and implementation of regulatory strategies aligned with the Organization's mission and strategic priorities. The incumbent monitors progress, evaluates results, and recommends adjustments to ensure effective implementation and impact. The position also entails mobilizing resources, developing project proposals, coordinating regulatory aspects of emergency response activities, and serving as a liaison within the Organization and with international partners. Operational and logistical decisions are undertaken in coordination with the Chief of the Unit of Quality and Regulation of Medicines and Health Technologies and the Director of IMT, to ensure the timely and effective achievement of organizational objectives.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Innovation, Access to Medicines and Health Technologies (IMT) and the direct supervision of the Unit Chief, Quality and Regulation of Medicines Health Technologies (QR), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide strategic leadership and direction for the regional technical cooperation program; support Member States in assessing, strengthening, and advancing regulatory systems and frameworks at both national and regional levels.
- b) Provide strategic oversight and technical guidance on the implementation of the WHO Global Benchmarking Tool (GBT) and Institutional Development Plans across the Region, ensuring coordinated action with the Unit's technical team and alignment with regional regulatory strengthening priorities.
- c) Serve as Technical Secretariat of PANDRH, positioning it as the integrating platform for the Unit's technical networks, and provide strategic guidance on PANDRH's engagement in other global regulatory harmonization and convergence fora.
- d) Lead the strategic articulation between the regional regulatory strengthening agenda and the work of the PAHO Regional Revolving Funds and the regional program on local production of medicines and vaccines, ensuring coherence and mutual reinforcement across these areas.
- e) Build and sustain strategic partnerships and lead resource mobilization efforts with key stakeholders to strengthen collaboration among regulatory systems and public health institutions, ensuring coherence and integration across technical cooperation initiatives.
- f) Provide high-level policy and programmatic advice to Member States and senior authorities; identify knowledge gaps; and generate evidence and strategic information to strengthen regulatory capacities and improve access to quality, safety, and effective health technologies.
- g) When supervising staff, establish clear work objectives, foster staff development through coaching and guidance, and manage performance in accordance with organizational policies and standards.
- h) Maintain and strengthen institutional linkages with external partners to promote interagency coherence, maximize synergies, and ensure the effective and efficient use of resources across the Organization, WHO, and relevant partner initiatives.
- i) Prepare technical reports, policy briefs, and other substantive documentation. and
- j) 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 negotiate 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.

Creating an empowering and motivating environment: Provide direction - Manages individual and group projects and ensures that roles, responsibilities and reporting lines are clearly defined, understood and accepted; delegates work appropriately to achieve best results.

TECHNICAL EXPERTISE

- Extensive knowledge and expertise to provide high level cooperation to countries in the development, management, operation, and evaluation of structures, programs or projects related to the regulation of medicines.
- Demonstrated ability to provide strategic and authoritative technical leadership and guidance on medicines regulatory functions, processes, and decision-making, with specialized expertise in bioavailability and bioequivalence assessment, and in the regulation, performance, and strengthening of medicines quality control laboratories.
- Thorough knowledge of regulatory convergence and reliance principles, strategies and international experiences and initiatives.
- Managerial skills for the development, implementation and analysis of technical cooperation programs and activities and interventions, including budget programming and control.
- Mature judgment, strong technical, analytical, conceptual, interpersonal and communication skills; demonstrated ability to identify, assess, analyze, synthesize, and provide recommendations on key political and technical issues.
- Skills in resource mobilization (including fundraising and partner collaboration) and financial management for delivery of expected results.
- Strong ability to produce and analyze data, use, and share information with a variety of actors in different environments and generate technical/persuasive documents for consideration at the highest levels of the Organization.
- Strong research and problem-solving skills; ability to manage multiple projects simultaneously and to work collaboratively on multidisciplinary teams with tight schedules.
- Ability to work effectively with colleagues at the national and international level, and to provide leadership and monitor progress.
- 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.
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EDUCATION

Essential: A university degree in pharmacy or related discipline and a master's degree in regulatory affairs, public health or other health science related to the functions of the position from a recognized institution.

EXPERIENCE

Essential: Nine years of combined national and international experience in the implementation and administration of programs and projects related to the regulation of pharmaceuticals.

Desirable: Substantive and progressively responsible professional experience in pharmaceutical regulatory systems, including regulatory functions, bioequivalence and bioavailability, and the quality, safety, and efficacy of medical products. Demonstrated experience at national and international levels in regulatory systems strengthening, harmonization initiatives, and the application of the WHO Global Benchmarking Tool (GBT) to assess regulatory capacities and support institutional development planning.

LANGUAGES

Fluency in Spanish or English 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, and Word are considered essential.