



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

**POST DESCRIPTION**

**Job Identification: CCOG 1.A.02.e  
Job Profile: J1510**

**Duration of Post:**  Limited  
 Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Project Support Specialist, Pandemic Fund	PRFN	P17354	P2	Washington, D.C.

**OBJECTIVE OF THE OFFICE/DEPARTMENT**

The objective of the Health Emergencies Department (PHE) of the Pan American Health Organization (PAHO/WHO) is to increase health sector resilience to emergencies and disasters. PHE assists Member States to strengthen the health sector’s capacities in prevention, risk reduction, preparedness, surveillance, response, and early recovery for emergencies and disasters related to any hazards (natural, man-made, biological, chemical, radiological and others) and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain disasters, including outbreaks, and to provide effective relief and recovery to affected populations. PHE is responsible for ensuring the implementation and updating of the PAHO/WHO Institutional Emergency and Disaster Response policy.

**ORGANIZATIONAL CONTEXT** *(Describe the work environment, the role of the individual within the team –team member, specialist, advisor, facilitator, coordinator/manager, representative, expert, authority in the field, etc.) available guidelines and degree of independence, nature and purpose of contact within and outside the Organization.*

The incumbent is a member of the PHE Resource Mobilization and Communications Team (PHE/RMC) and is responsible for supporting the management of the portfolio of Pandemic Fund projects involving PAHO/WHO as an implementing entity. The Pandemic Fund (PF) is a catalytic financing mechanism which provides important resources to advance pandemic prevention, preparedness, and response (PPR) capacities at national, regional, and global levels, with a focus on low- and middle-income countries, while incentivizing further investment. The incumbent will support the RMC team lead with the management, coordination and implementation of Pandemic Fund projects in PAHO, currently involving over 18 countries, as well as subregional and regional programs. The incumbent will support strategic and operational planning, programming, budgeting and monitoring of Pandemic Fund contributions, assist in the review and coordination of administrative, programmatic and technical matters related to PF project implementation and support the elaboration of inter programmatic and inter sectoral projects for future call for proposals by the Pandemic Fund. He/she will also support PAHO’s regional participation and representation in Pandemic Fund discussion forums in WHO and/or with the Pandemic Fund Secretariat. He/she coordinates closely with the Management and Administration Team (PHE/MGA) as it pertains to coordinating with PAHO’s enabling entities regarding the management of emergency resources. He/she must exercise initiative, good judgment and negotiation abilities to ensure good working relationships, and foster interprogrammatic dialogue at different levels of the Organization.

**SUMMARY OF RESPONSIBILITIES**

Under the general guidance of the Advisor, Resource Mobilization and Communications (PHE/RMC) and the direct supervision of the Specialist, Resource Mobilization (PHE/RMC), and in coordination with project managers and regional technical advisors, the incumbent is responsible for, but not limited to, the following assigned duties:

- a) Provide technical support with the guidance of the Specialist, Resource Mobilization, in the design, planning, operationalization, management, coordination, implementation and evaluation of Pandemic Fund projects

- involving PAHO as an Implementing Entity, including resource coordination, performance monitoring and assessment, and use of evaluation tools to support the sound management of these funds;
- b) Facilitate the timely creation of Pandemic Fund awards and budget distribution to relevant cost centers at regional and country level in WHO and PAHO's project management and financial systems (CEM, GSM, PMIS) as advised by the Specialist, Resource Mobilization;
  - c) Provide support in collaboration with the Specialist, Resource Mobilization to technical teams in the administration of Pandemic Fund award budgets including request for budget redistribution, carryover request, cash advance request, budget modification, etc. as relevant to ensure smooth implementation of project funds;
  - d) Establish and maintain effective partnerships in collaboration with the Specialist, Resource Mobilization, with all PF project teams and stakeholders to exchange critical and technical information and resolve implementation issues to ensure results are achieved as planned;
  - e) Coordinate with countries, regional technical units and subregional programs in collaboration with the Specialist, Resource Mobilization and provide technical quality control for the development of annual micro-planning for Pandemic Fund voluntary contributions, ensuring fit with donor requirements;
  - f) Liaise frequently with focal points in countries, regional technical units and subregional programs to coordinate, seek approval for and track change requests to project plans;
  - g) Monitor the execution of project funds with the oversight of the Specialist, Resource Mobilization and in collaboration with countries and technical entities involved in PF project implementation to ensure alignment with donor rules and cost-efficient use of resources;
  - h) Coordinate regular technical monitoring on progress of work plans and the preparation of annual reports with the advice of the Specialist, Resource Mobilization, on impact and results to the Pandemic Fund, providing guidance on monitoring and reporting tools and quality assurance;
  - i) Support the preparation in collaboration with the Specialist, Resource Mobilization, of various written outputs, including briefing documents, talking points, routine update to EXM and WHO/HQ, presentations, etc. to inform internal and external stakeholders on Pandemic Fund project implementation in the Americas;
  - j) Develop and maintain collaborative project management tools such as SharePoint, Teams or online monitoring systems for managing project plans and reports across entities;
  - k) Participate in regional and global discussions on adequate planning tools and monitoring and evaluation instruments to facilitate programming and reporting on progress and conducting evaluations of Pandemic Fund project portfolio management;
  - l) Collaborate in the development and support the implementation of a communication strategy for the promotion of the work and achievements resulting from Pandemic Fund projects in the Region;
  - m) Perform other related duties, as assigned.

**KEY BEHAVIORAL COMPETENCIES** *(List and describe, in order of priority, five to seven essential competencies to perform the job)*

**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.** - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the teams' 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/Listen/Shares 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: Manages stress/Invite feedback/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 feedback to improve knowledge and performance; shows self-awareness when seeking and receiving feedback; uses feedback to improve own performance. 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: Deliver quality results/Take responsibility** - Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own timelines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

#### **TECHNICAL EXPERTISE** *(List and describe, in order of priority, the abilities required to perform the job).*

- Practical knowledge of results-based management concepts and tools and their applications; especially related to outcome formulation and indicator development.
- Theoretical and practical knowledge of international technical cooperation, with emphasis in the negotiation and management of international cooperation programs and projects.
- Mature judgment, strong technical, analytical and conceptual skills; demonstrated ability to assess, analyze, synthesize and provide recommendation on key technical issues.
- Ability to integrate managerial and technical inputs into recommendations for decision-making process; ability to manage multiple issues and tasks in a complex organizational environment.
- Ability to create and advocate innovative approaches to facilitate and enhance project management capacity, as well as monitoring of these processes.
- Excellent organizational and analytic skills combined with 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.

#### **EDUCATION (Qualifications)**

**Essential:** A bachelor's degree in project management, business administration, international relations, or social science or a field related to the functions of the post, from a recognized university.

**Desirable:** A master's degree in public health, policy and planning, project management, health administration, public administration, international development or related field would be an asset.

#### **EXPERIENCE**

**Essential:** Five years of combined national and international experience in the fields of health planning, project management, business administration, resource mobilization, information management, monitoring and evaluation or related field.

**Desirable:** Experience in working with a wide range of stakeholders including international donor agencies and/or experience working with the UN/International Organizations as well as knowledge of corporate ERP systems, and management of corporate resources would be assets.

#### **LANGUAGES**

Very good knowledge of 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, including spreadsheets and presentation tools, as well as Enterprise Resource Planning (ERP) and management information systems. IT skills and knowledge of software programs such as Microsoft Excel, PowerPoint, Word, OneDrive, Outlook, Teams, and SharePoint are considered essential. Other IT skills and knowledge of other software programs such as Work Day, Visio, and Project will be an asset.