



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

***POST DESCRIPTION***

**Job Identification: CCOG 1.S.01  
Job Profile: J1117**

**Duration of Post:  Limited  
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Resource Mobilization and Advocacy	PRFP	7689	P04	Washington, DC

**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**

The incumbent is a member of the Department of Health Emergencies’ (PHE) Senior Management Team and is responsible for coordinating the implementation of advocacy, communication, and resource mobilization strategies for the Health Emergency Program. The position will work in close collaboration and coordination with ERP and CMU. Through coordinated and collaborative approaches, the incumbent works to ensure that PAHO is the leading source of information on outbreaks and emergencies for the Americas, offering accessible, high quality and effective communications assets. The incumbent is expected to exercise full judgement in adapting or modifying relevant PAHO guidelines and to lead the development of new guidelines to meet particular requirements or changing circumstances. The incumbent will be expected to provide leadership and to collaborate with HQ, Regional, and Country Office counterparts in the application of global, regional and country level policies and procedures. The incumbent will have direct contact with PAHO/WHO Representatives, senior-level technical staff, PAHO’s Departments for External Relations and Resource Mobilization, and Communications, as well as WHO HQ and RO counterparts, to coordinate and manage relevant activities; Health Cluster partners and other Cluster leads and Coordinators, senior staff of donor agencies; other policy staff and technical staff in partner agencies (both within and outside the UN system), and senior staff of Ministries of Health and related Ministries involved in emergency risk management and response. The incumbent must have the capacity to work independently and will have scope to exercise considerable individual professional judgment. The incumbent will be deployed to emergency operations when required.

## SUMMARY OF RESPONSIBILITIES

Under the direct supervision of the Director of Health Emergencies, and the general guidance of the Director, External Relations and Partnerships (ERP), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Coordinate PHE's Advocacy, Communications, and Resource Mobilization functions;
- b) Provide technical, policy and strategic advice for the development and implementation of a resource mobilization strategy for all aspects of health emergencies, including emergency operations;
- c) Lead and facilitate the resource mobilization business process for increasing voluntary contributions for the Health Emergencies Program by amongst other things, providing timely and strategic intelligence on trends and opportunities and partnership development;
- d) Build and facilitate networks that support the Program's emergencies and disasters work in advocacy, communications and resource mobilization, in collaboration with internal and external entities;
- e) Foster a coordinated, coherent approach to finding sustainable sources of funding, including core funds, funds for emergency response and the PAHO Funds for Emergencies and Disasters; facilitate engagement in defining the future resource mobilization approach to the Health Emergencies program; map the program's resource mobilization capacity; guide and monitor the development of resource mobilization plans for the program's core work;
- f) Participate in and contribute effectively to the organization-wide resource mobilization network (RMN) led by ERP;
- g) Provide technical, policy, and strategic advice for the development of effective media strategies and implementation of proactive communications with media to promote the work of PHE; develop and maintain long-term relationships and ensure awareness and coverage of PHE's work and achievements;
- h) Develop and disseminate technical and non-technical articles and success stories; prepare responses to articles; coordinate media events, information briefings and other international events;
- i) Act as communications and resource mobilization liaison for the health emergencies program across the Organization's departments, with WHO and other UN organizations, and with other public and private sector stakeholders;
- j) Collaborate in the preparation of the entity's Biennial Work Plan (BWP) and the execution of international cooperation, including the analysis of political, technical and socioeconomic realities; promote multi-disciplinary and cross-cutting approaches and activities to facilitate full participation within and outside PAHO/PHE and key partners;
- k) Provide leadership, guidance, and monitoring of supervised staff by setting clear work objectives, ensuring timely and effective use of performance reviews and feedback mechanisms, engaging in regular communications, and solving interpersonal or technical conflicts; establish and support a learning environment, to include staff development in the Organization's fundamentals, managerial competencies and technical expertise;
- l) Serve as member of Regional Health Emergency Response Team regarding resource mobilization and communication;
- 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**

- Theoretical and practical knowledge of resource mobilization strategies, policy analysis and relationship development involving external partners.
- Knowledge of implementation of effective global health financing and resource mobilization strategies.
- Excellent analytical skills to develop and propose practical solutions in the planning, monitoring, evaluation and general management of extra-budgetary funded projects.
- Proven ability to successfully interact and negotiate with senior national and international authorities on the implementation of health emergencies strategies and programs.
- Mature judgment, strong technical, analytical, conceptual, inter-personal and communication skills; demonstrated ability to identify, assess, analyze, synthesize and provide recommendation on key political and technical issues.
- Knowledge of business and management involved in strategic planning, resource allocation and coordination of people and resources.
- Strong inter-personal skills, diplomacy and tact to effectively communicate with the media and with senior level health officials in public and private sector and civil society, multiple stakeholders and professionals from diverse cultural backgrounds.
- Ability to manage multiple issues and tasks in a complex organizational environment and to re-prioritize actions on short notice.
- 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**

**Essential:** A bachelor's and master's degree in a health or social science, public administration, public relations, economics, international relations, business administration or a related discipline from a recognized university.

**Desirable:** Specialized training in public health, crisis or risk communications, advocacy, or resource mobilization would be an asset.

#### **EXPERIENCE**

**Essential:** Nine years of combined national and international experience in external relations, including communications, and resource mobilization/fundraising in development cooperation organizations, non-governmental organizations, private sector organizations or corporations including financial institutions.

**Desirable:** Experience working in the United Nations systems or other multilateral institutions, non-governmental or humanitarian organizations. Field experience in public health programs or emergency response programs would be an asset.

## **LANGUAGES**

Fluency in 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 Office Word, Excel, PowerPoint, One Drive, Teams, SharePoint Outlook are considered essential. Other IT skills and knowledge of other software programs such as Visio and Project would be an asset.