



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.P
Job Profile: J2052**

**Duration of Post: Limited (7 years)
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Chief Ethics Officer	PRFP	P18301	P5	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The Ethics Office promotes a culture of ethics, integrity, responsibility and accountability across PAHO. It strengthens ethical leadership, supports ethical-decision making, prevents and mitigates conflicts of interest, and ensures coherence in ethics-related policies, thereby enhancing the Organization’s trust and credibility. The Ethics Office serves as a champion for the Organization’s core ethical values, assesses ethics risks, and maintains an organizational culture that prioritizes ethical leadership and ethical decision-making. The Ethics Office provides guidance to help staff make the right ethical decisions in their professional work and conduct, and promotes consistent application of PAHO’s Code of Ethics, the International Civil Service Commission’s Standards of Conduct for the International Civil Service, and PAHO’s ethics-related policies. The Ethics Office focuses on creating and fostering an organizational culture based on integrity, honesty, impartiality, transparency, fairness, respect, independence and tolerance, and upholds the core ethical values that guide individual and organizational decision-making.

ORGANIZATIONAL CONTEXT

The Chief Ethics Officer reports to the Deputy Director. In carrying out the functions of the post, the Chief Ethics Officer must uphold the principles of integrity, objectivity and confidentiality. The incumbent is expected to remain free from any real or perceived conflicts of interest, ensuring that work is conducted independently and professionally. Additionally, the Chief Ethics Officer should be free from improper influences, internal or external pressures, and fear of retaliation.

The Chief Ethics Officer provides advice to executive leadership and personnel on ethics-related matters and supports efforts to strengthen organizational culture, governance, and trust. The incumbent is responsible for leading the Organization’s ethics framework, promoting the highest standards of integrity, accountability, and professional conduct across all levels of the Organization. He or she provides independent, confidential, and impartial advice on ethical matters and oversees the implementation of ethics-related policies and standards of conduct.

The selection of the Chief of the Ethics Office is done through a competitive process, and the selected candidate serves a non-renewable term of up to seven (7) years. After this term, the incumbent is ineligible for continued employment with PAHO. The incumbent may only be dismissed before the end of their term for cause, and this must be done after consultation with the Executive Committee.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director (D) and the direct supervision of the Deputy Director (DD), the incumbent is responsible for, but not limited to, the following assigned duties:

I. Advisory Duties

- a) Provide confidential ethics advice and guidance to personnel at all levels on standards of conduct, conflicts of interest, and ethical dilemmas.

- b) Conduct ethics risk assessments; identify systemic and emerging ethical risks and propose mitigation and prevention strategies.
- c) Promote ethical decision-making and values-based leadership across the Organization through policy guidance, advisory services, and awareness initiatives.
- d) Design, implement, and evaluate ethics training, outreach, and communication activities commensurate with the Organization's risk profile and resources.
- e) Administer the annual conflict of interest disclosure and declaration program and provide guidance on disclosure obligations and mitigation measures.
- f) Foster and sustain a respectful, collaborative, and accountable organizational culture consistent with the Organization's mandate, values, and policies.
- g) Promote and monitor compliance with PAHO's Code of Ethics, the Standards of Conduct for the International Civil Service, and PAHO's ethics-related policies.
- h) Develop, review, and update ethics-related policies, guidelines, and procedures in line with international organizations' best practices and organizational requirements.
- i) Collaborate in the establishment and implementation of safeguards for preventing and responding to sexual exploitation, abuse, and harassment (SEAH).
- j) Oversee the implementation of criminal background checks and other integrity screening mechanisms for staff, contractors, and affiliated individuals, in accordance with applicable policies.

II. Integrity and Conflict Management

- a) Participate in the Integrity and Conflict Management System (ICMS) Committee and contribute to organizational integrity and conflict-resolution frameworks.
- b) Make and receive referrals from ICMS entities; analyze aggregated data to identify trends, assess ethical risks, and propose mitigation strategies.
- c) Serve as Chair of the ICMS Committee on a rotational basis, ensuring effective coordination and functioning of the Committee.
- d) Support the Chair in assessing the effectiveness of the ICMS and provide recommendations for continuous improvement.

III. Professional Engagement and Representation

- a) Represent the Organization in ethics-related peer networks, professional communities, and inter-organizational fora within multilateral organizations, including Inter-American Systems, the United Nations, and other international institutions, on matters of mutual interest.

IV. Governance, Reporting, and Strategic Planning

- a) Prepare an annual report to the Executive Committee on the work of the Ethics Office, including the volume and nature of matters handled, outcomes achieved, and systemic trends identified.
- b) Develop and implement a results-based annual work plan informed by ethics risk assessments and performance indicators, and report regularly to the Director and Deputy Director on progress and outcomes.

V. Managerial and Supervisory Responsibilities

- a) Lead and manage the Ethics Office, including planning, organizing, and directing the work of professional and support staff.
- b) Establish and monitor clear performance goals; ensure effective resource allocation, and foster a respectful, inclusive, and professional work environment.
- c) Supervise, mentor, and evaluate staff performance; promote learning, accountability, and professional

- development in accordance with organizational values and policies.
- d) Manage the Office's financial and human resources, including budget planning, resource allocation, and monitoring expenditures.
 - e) Establish internal procedures, workflows, and quality assurance mechanisms to ensure efficient, confidential, and timely delivery of ethics services.
 - f) Contribute to organizational strategic planning, governance reforms, and organizational development initiatives related to ethics, integrity, and accountability.

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: Advocates for collaboration across the Organization - Creates and encourages a climate of team-working and collaboration across the Organization; sees cooperation as a key Organizational priority and creates collaborative systems and processes to achieve Organizational goals. Actively identifies and tackles disagreements between internal and external counterparts that compromise the Organization's goals and mandate; diplomatically facilitates the resolution of conflicts between others and ensures strategic partnerships with a range of key stakeholders; maintains and extends an effective collaborative network of individuals inside and outside the Organization.

Communication: Share knowledge - Articulates the Organization's strategic objectives when formulating and delivering information and presentations and adapts presentation methodology to address the needs of different audiences. Shares decisions and directives of senior management and communicates them in a manner that ensures both understanding and acceptance; shares knowledge and best practice at the three Organizational levels (country, regional and global), as necessary.

Creating an empowering and motivating environment: Provide direction/Support, motivate and empower others - Oversees and provides teams and departments with clear managerial directions which are translated from Organizational strategy. Builds a performance culture in the Organization; contributes to setting Organizational performance goals and standards; monitors Organizational performance against milestones and strategic goals; identifies and nurtures talent as appropriate. Promotes autonomy and empowerment throughout the Organization; inspires enthusiasm and a positive attitude in people towards their work and contribution to the Organization's success.

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.

Setting an example: Act professionally and ethically/ Be trustworthy - Works ethically to achieve individual work objectives under PAHO Regulations and Rules and the Standards of Conduct for the International Civil Service. Maintains confidentiality and treats sensitive information with discretion; ensures that policies and procedures are followed in accordance with the Organization's professional, ethical and legal standards. When others behave in an unprofessional or unethical way, promotes appropriate standards and provides feedback in order to remedy the situation; escalates as necessary. Stands by own decisions and actions and accepts responsibility for them. Acts in an open and transparent manner when dealing with others; stands by own and/ team's decisions or actions and accepts responsibility for them. Acts to promote the Organization's success.

TECHNICAL EXPERTISE:

- Demonstrated ability to establish and maintain credibility and trust across the Organization.
- Proven ability to provide independent, confidential, and impartial ethics advice in complex and sensitive situations.

- Strong analytical and advisory capacity in ethics risk assessment, conflicts of interest, misconduct prevention, and integrity systems.
- Excellent written and oral communication skills, including proven ability to prepare and oversee the preparation of policy documents, reports, and presentations for senior management and oversight bodies.
- Ability to design, implement, and evaluate ethics programs, training, and organizational integrity mechanisms.

EDUCATION

Essential: A bachelor's degree in law, psychology, human resources, public administration, ethics, social sciences, or a related field **and** a master's degree in law, social sciences, ethics, governance, organizational psychology, public administration, or other discipline related to the functions of the post from a recognized university.

Desirable: Postgraduate specialization or certification in ethics, compliance, governance, organizational behavior, or integrity systems as well as training in leadership, people management, and performance management would be an asset. Familiarity with international civil service standards and best practices in ethics and integrity systems desirable.

EXPERIENCE

Essential: At least thirteen (13) years of combined national and international progressively responsible professional experience in the field of corporate or business ethics, including a minimum of ten (10) years in ethics, compliance, governance, organizational integrity, or related fields, preferably within international or multinational organizations. Demonstrated experience advising senior management on ethics, governance, and organizational integrity matters. Proven experience in policy development, training, and implementation of ethics or compliance programs. Proven experience in managing professional staff and operational budgets.

Desirable: Knowledge of current best practices relating to corporate ethics and business conduct/practice. Experience in multilateral organizations, international public institutions, or complex decentralized organizations.

LANGUAGES

Essential: Fluency in English or Spanish, with a working knowledge of the other language. A working knowledge of French and/or Portuguese would be an asset.

INFORMATION TECHNOLOGY SKILLS

Essential: Demonstrated ability to use enterprise systems and modern digital tools to support ethics advisory, reporting, and knowledge management functions. Proficiency in Microsoft Office and collaboration platforms (Word, Excel, PowerPoint, Outlook, Teams, SharePoint, OneDrive).

Desirable: Knowledge of PowerBi, Workday, and strong familiarity with AI assisted platforms, such as Microsoft Co-Pilot and other AI tools to enhance productivity, automate insights, leverage data, and support efficient workflows.