

**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: J1825**

**Duration of Post: Limited
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Program Management, Resource Mobilization & Partnership Specialist	PRFP	P18381	P03	Bridgetown, Barbados

OBJECTIVE OF THE OFFICE/DEPARTMENT

PAHO Country Offices are responsible for ensuring that the Pan American Health Organization / World Health Organization (PAHO/WHO) country program of technical cooperation and its country presence provides adequate support to the national health development process and, at the same time, enables countries to shape the subregional, regional, and global health agendas. The PAHO/WHO Country Office is the basic organizational unit for technical cooperation with the country, drawing on PAHO/WHO resources from all levels and all parts of the Organization.

ORGANIZATIONAL CONTEXT

The incumbent supports the PWR in managing technical cooperation with countries and territories, ensuring the effective planning and implementation of the entity's Biennial Work Plans (BWPs) and resource mobilization plan in alignment with PAHO/WHO Governing Bodies' mandates, the PAHO Strategic Plan, the Program Budget, and the results-based management framework. He/she provides leadership in proposing adjustments to address evolving contexts, improve technical cooperation, and ensure the efficient use of resources.

In this role, the Specialist is responsible for the day-to-day coordination, monitoring, and reporting of results, including risk management analyses of BWPs and follow-up of mitigation measures. Responsibilities also include coordinating externally funded projects, such as the Pandemic Fund, and ensuring compliance with donor agreements.

Working closely with the Barbados and ECC Administration, Advisors, and Country Program Specialists, he/she supports their coordination and oversight, and contributes to the program of work with the OECS Secretariat. He/she also represents PAHO in the UN Network of Program Management (UNST), and fosters strategic partnerships with governments, development partners, civil society, and the UN Country Team to harmonize efforts and mobilize resources. In addition, he/she contributes to human resources planning to ensure adequate capacity for program execution.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Director, Planning, Budget, and Evaluation (PBE), and the direct supervision of the PAHO/WHO Representative, the incumbent will be responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical support to the PAHO/WHO Representative, and Technical Advisors in the formulation, implementation, monitoring and assessment of public health policies, strategies, plans and programs to respond to the programmatic priorities of the Organization;
- b) Engage in corporate efforts for strategic and operational planning, budgeting and resource coordination to enable the implementation of the PWR's technical cooperation programs, consistent with the Organization's mandates, priorities and results-based management framework;
- c) Provide technical support in overall program management functions, including management of guidance and tools to develop the biennial work plan (BWP);
- d) Identify and engage with strategic partners to support resource mobilization opportunities, through a mapping of stakeholders within and across regions (Regional and Subregional Integration Entities, International Cooperation Agencies, South-South Cooperation Focal Points of the United Nations Funds, Programs and Specialized Agencies);
- e) Support the PAHO/WHO Representative, and Technical Advisors in the design, negotiation and implementation of voluntary contribution projects, including resource coordination, performance monitoring and assessment, and use of evaluation tools to support the sound management of funds; provide strategic support and inputs to develop new program initiatives to support the program of work;
- f) Ensure that projects managed by the PWR are executed according to action plans and within established deadlines; ensure timely submission of financial and progress reports in accordance with donor agreements; support programmatic impact and ensure a high level of quality and accuracy of methods used to verify progress and results;
- g) Review technical project proposals and agreements, ensuring that these are aligned with the Organization's program of work and priorities;
- h) Prepare technical reports in coordination with Advisors and Country Program Specialists;
- i) Collaborate and provide technical support in the formulation, negotiation, and consultation of project proposals funded by external agencies; coordinate the program management aspects of all projects;
- j) Provide strategic support to develop and strengthen partnerships to synchronize and harmonize development initiatives with governments, development partners, private sector and civil society organizations;
- k) Support the PWR in the development, monitoring, and implementation of the program of work with the OECS Secretariat.
- l) Maintain effective partnerships with all project stakeholders to exchange critical and technical information and resolve program/project implementation issues to ensure results are achieved as planned;
- m) Coordinate the implementation of the entity's Biennial Work Plan (BWP); ensure that the responsible advisors provide required planning data and information to adequately assess and report on implementation of projects' expected results, products/services, etc.;
- n) Support the PWR in leading the coordination of the performance monitoring and assessment of the Entity's BWP, including the preparation of reports; advising on setting realistic targets and milestones and ensuring up-to-date information to monitor progress on BWP implementation;
- o) Support information management, operational planning, performance monitoring assessment, and reporting processes of the Country Office. Coordinate the implementation and monitoring of the Biennial Work Plan (BWP) for all ECC cost centers;
- p) Represent PAHO in the UN Network of Program Management (UNST); support the PWR in coordinating and overseeing Country Program Specialists in matters of planning, monitoring, evaluation, and resource mobilization;
- q) Collaborate in and oversee risk management analyses of BWP programs, ensuring the implementation and follow-up of mitigation response plans, and advising the PWR, Technical Advisors, Country Program Specialists and Administrator on the application of risk management practices;
- r) Participate actively in the Program Management and Partnership Specialist Network (PMN) led by PBE; and in the Resources Mobilization Network (RMN) led by ERP; provide technical guidance and oversight to the Country Program Specialists to enhance the ECC Office capacity for Program Management and Partnerships and Resource Mobilization;
- s) Work in close coordination and interaction with the Administrative Teams of the Technical areas;
- t) 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 conflict - Creates team spirit; promotes collaboration and open communication in the team; proactively supports others; welcomes team responsibilities and drives team results; promotes knowledge sharing in the team. Proactively identifies conflicts and facilitates their resolution in a respectful manner; tactfully resolves conflicts between or with others and takes action to reduce any possible tension; effectively builds a rapport with individuals and teams, establishing good personal and professional relationships, as well as minimizing risk of potential conflict.

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/Listen/Write effectively/Share knowledge - Foresees communication needs of audience and targets message accordingly. Facilitates open communication; encourages others to share their views openly and takes time to understand and consider their views. 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/Take responsibility - Prioritizes work, monitors own progress against objectives and adapts plans as required; communicates adjustments as necessary. Acts proactively and stimulates action as needed; handles problems effectively and constructively. Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own time lines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Make 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.

Moving forward in a changing environment: Propose change/Adapt to change - Actively supports Organizational change initiatives and demonstrates personal commitment to them, including when faced with new demands; proposes workable solutions to challenging situations. Engages in positive responses to a changing environment and promotes workable solutions to achieve own and team's results. Welcomes, and actively seeks to apply, new ideas, approaches and working methods and technologies in order to improve own and/or team's work processes and results; demonstrates commitment to Organizational change initiatives.

TECHNICAL EXPERTISE

- Excellent knowledge of program planning, monitoring and evaluation; strong understanding of technical cooperation actions at national, regional and global levels.
- Theoretical and practical knowledge of international technical cooperation, with emphasis on the negotiation and management of international cooperation programs and projects.
- Strong knowledge of public health and health policy. Practical knowledge of results-based management concepts, tools and their applications, especially related to outcome formulation and indicator development.
- Ability to work in a multicultural, multilingual, multidisciplinary work environment; knowledge of management and leadership concepts. Practical knowledge of results-based management concepts and tools and their applications.
- Ability to integrate managerial and technical inputs into recommendations for decision-making processes.
- Ability to manage multiple issues and tasks in a complex organizational environment.
- Strong professional oral and written communication skills in English, including the ability to prepare high-quality reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

EDUCATION

Essential: A bachelor's degree in one of the health or social sciences or any other 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, management or any other field related to the functions of the post, would be an asset.

EXPERIENCE

Essential: Seven years of combined national and international progressive experience in the areas of strategic planning, project and or program management, monitoring and evaluation, including experience in strategic resource allocation.

Desirable: Proven experience in disaster preparedness and response projects would be an asset.

LANGUAGES

Very good knowledge of English. A knowledge of French would be an asset.

IT SKILLS

Demonstrated ability to effectively use current technology, software, spreadsheets and presentations, as well as Enterprise Resource Planning (ERP) and management information systems. Other IT skills and knowledge of other software programs such as Microsoft Office Word, Excel, PowerPoint, Outlook, Visio, Microsoft SharePoint and Project are considered essential.