

## Programme Assistant - (2101559)

**Grade:** G5

**Contractual Arrangement:** Temporary appointment under Staff Rule 420.4

**Contract Duration (Years, Months, Days):** 6 months

**Posting Date** Apr 1, 2021, 8:07:46 AM

**Closing Date** Apr 18, 2021, 11:59:00 PM

**Primary Location** Azerbaijan-Baku

**Organization** EU\_AZE WHO Country Office, Azerbaijan

**Schedule** Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

The Division of Country Health Programmes (CHP) assists country efforts to reduce the burden of non-communicable and communicable diseases and address the social, economic and environmental determinants of health, and promotes policies and actions for health through stewardship of the WHO European Healthy Cities Network. It focuses on health promotion measures; prevention and control of noncommunicable diseases, including cancers, cardiovascular diseases, chronic respiratory diseases and diabetes, and risks related to tobacco use, physical inactivity, unhealthy diet, and the harmful use of alcohol; communicable diseases such as tuberculosis, HIV/AIDS and hepatitis, and vector-borne and neglected tropical diseases; elimination and control of vaccine-preventable diseases and advocacy for increased use of vaccines; containing and controlling antimicrobial resistance; addressing existing and emerging environmental health risks, and supporting violence and injury prevention. A determination to ensure universal access to people-centred quality health services across the continuum of care is matched by enriching the evidence base for policy design and interventions using social, cultural and behavioural approaches, to drive implementation of innovation at national, regional and local levels. Within CHP, the Vaccine Preventable Diseases and Immunization Programme (VIF) aims to reduce disease and death caused by vaccine-preventable diseases by:--> strengthening routine immunization programmes by achieving and maintaining high vaccination coverage with childhood vaccines;--> ensuring that all children, adolescents, adults, and women of childbearing age have equal access to safe and high-quality immunization services;--> ensuring that epidemiological surveillance, including laboratory networks, is sufficient to achieve and sustain disease elimination targets;--> supporting the implementation of an immunization week to promote immunization; and--> (v) fostering appropriate partnerships with governmental and intergovernmental agencies, nongovernmental organizations and other relevant partners.

### DESCRIPTION OF DUTIES

As part of a unit team, the incumbent performs a variety of secretarial, coordinating, monitoring and administrative services in support of project/programme activities, as follows:1. Drafts correspondence and documents based on written/verbal prompts from the Professional staff of the unit. Independently composes and finalizes correspondence of administrative nature. Revises unit correspondence, reports, and documents for proper form and (non-technical) content. Takes notes at meetings. Types reports and other documentation. Arranges duty travel.2. Scans, records, refers and follows up correspondence and documents, evaluates the urgency or critical nature of items, and brings them to the attention of the responsible staff. Informs and reminds responsible staff of follow-up dates and deadlines for response or specific actions, supplying supporting material as appropriate.3. Using GSM, monitors aspects of the implementation of activities and availability of funds for project/programme budget levels and financial expenditures, according to the approved projects. Assembles draft background for planning, monitoring and evaluation exercises. Inputs duty travel recommendations and issues reminders re follow up, records project/programme monitoring and evaluation notes.4. Makes administrative arrangements for country and inter country activities including preparation of various committal documents related to procurement of goods and services, arrangements of study tours and duty travel in accordance with the approved programme budget/collaborative programmes with countries.5. Assists in the organization of meetings held in-house or in Member States (working groups, seminars/courses, workshops, and symposia), i.e.: makes administrative preparations, including organization of practical local arrangements, advance transport of documents/equipment and hospitality. Provides administrative and secretarial support during the meetings, and pays per diem to participants if required. Prepares administrative reports.6. Establishes and maintains the unit's filing system of technical documents and correspondence. Creates background files and compiles reference material as appropriate. Accesses and retrieves information from relevant databases and updates as required. 7. Responds to and acts on telephone enquiries. Assesses the critical nature of technical enquiries and refers them to appropriate staff for reply. Coordinates appointments for supervisor and organizes programmes for visitors.8. Provides briefing and guidance to all staff on general office practices and procedures; assists/replaces colleagues in the team and performs other related duties as required.

### REQUIRED QUALIFICATIONS

#### Education

**Essential:** Completion of secondary school or equivalent.

**Desirable:** Relevant higher education from an accredited institution.

#### Experience

**Essential:** At least 5 years of progressively responsible experience in the secretarial/administrative field.

**Desirable:**

#### Skills

Proficiency in the use of standard office computer software, note taking and operation of computerised systems and databases.

## WHO Competencies

Teamwork  
Respecting and promoting individual and cultural differences  
Communication  
Knowing and managing yourself  
Producing results

## Use of Language Skills

**Essential:** Expert knowledge of English.

**Desirable:**

## REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at AZN 35,027 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

## ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO's workforce adheres to [the WHO Values Charter](#) and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.