

Template for Short-term Opportunities

Stellis CVs of interested applicants must be sent to: Asma Hafiz ahafiz@who.int

1. Division/Dept/Unit	2. Supervisor
<i>SCI/RFH</i>	<i>Martina Penazzato</i>
3. Contract dates	4. Contract type
<i>1 March – 1 June 2022</i>	<i>staff contract (60 days or less)</i>
5. Location	
<p><i>Please specify where the staff / non-staff will work:</i></p> <p><i>On site: _____ (please indicate office and duty station)</i></p> <p><i>Off site: _____ X _____ (Home-based).</i></p> <p><i>Acceptable time difference if in off-site location: N/A</i></p>	
6. Travel	
No travel will be required for this position.	
7. Remuneration and budget (travel costs excluded) – to note that a retiree cannot be offered a contract at a level higher than the grade held upon retirement	
<i>For staff contract: G4</i>	
8. Purpose of Temporary appointment/Consultant contract	
<p>Objectives of the Programme:</p> <p>The Global Accelerator for Paediatric Formulations is a WHO Network launched in 2020 to address the paediatric treatment gap. It is a network of 30 organisations, and works across the life cycle of drug development by bringing efficiency through enhanced coordination across stakeholders to Prioritize and Evaluate, develop and deliver.</p> <p>GAP-f is led by a Secretariat, which is responsible for developing and maintaining the GAP-f strategy, leading GAP-f's advocacy work, and overall operations of GAP-f. The Secretariat sits within the Research of Health Department in the Science Division, and has a coordination function, liaising with 30 external organizations as well as multiple technical departments within WHO. In this context, RFH seeks to identify a G staff who will be able to support the activities of the secretariat in supporting its multiple coordinating activities.</p> <p>Descriptions of Duties (staff contract) or Deliverables (consultancy)</p> <ol style="list-style-type: none"> 1. The incumbent provides administrative support to staff in the GAP-f Secretariat. The duties and responsibilities may include some of all of the following: 2. To receive, screen and distribute incoming correspondence, attaching background information or related files as necessary and forwarding to the staff concerned, drawing their attention to specific issues/problems as necessary; 3. Initiate actions and contracts as instructed; use e-workflow to prepare documents for approval. 	

4. Using on-line systems, to prepare travel plans and requests, check timetables and costs with in-house travel agent, making flight and hotel reservations, and dealing with other related matters as requested or on own initiative;
5. To obtain documents and information from the department and cluster staff, the administration and from other clusters, programmes and agencies/institutions as required; to perform information-resource- searches (library, internet) as requested;
6. To maintain, in close collaboration with colleagues, files for the professional staff members supported, obtaining relevant information as required;
7. To participate in the organization of team and departmental meetings, workshops, seminars, etc., and to provide assistance to other teams with the preparation of such as needed, e.g. typing list of participants, travel requests, letters of invitation, documents
8. To perform other related duties as required or instructed, including provision of support to other areas of work and teams or the department, as required.

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REQUIRED QUALIFICATIONS:

Education:

Essential: Completion of secondary school education or equivalent.

Desirable: Higher education will be an asset. Secretarial training an advantage.

Experience

Essential: At least three years of office experience, including experience in an international organization, and knowledge of its procedures and practices as related to the work.

Desirable: experience with WHO rules regulations and operating systems.

Use of Language Skills

Essential: expert knowledge of English and intermediate knowledge for French is required.

Desirable: Intermediate knowledge of another UN language would be an asset.

Date : 9 February, 2022