

Template for Short-term Opportunities

Stellis CVs of interested applicants must be sent to: Dr Faten Ben Abdelaziz; benabdelazizf@who.int

1. Date : 7 January 2022	
2. Division/Dept/Unit	3. Supervisor:
HEP/HPR/WEL	Dr Faten Ben Abdelaziz
4. Contract dates	5. Contract type & Grade or Remuneration :
1 February to 2 April 2022	60-day temporary appointment
6. Location Geneva	
<i>Please specify where the staff / non-staff will work:</i>	
Off site: anywhere	
7. Travel (If travel is involved, a medical certificate of fitness for work will be required.)	
N/A	
8. 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	
G6	
8. Purpose of Short-Time Contract/consultancy	
Objectives of the Programme:	
<p>Within the HPR Department, the Unit of Enhanced Wellbeing (WEL) deals with the areas of good governance for health and wellbeing including healthy cities and health promoting schools, health literacy and community engagement based on the Global Health Promotion Conferences including the Geneva Charter on health promotion and well-being.</p>	
Descriptions of Duties (staff contract) or Deliverables (consultancy)	
<p>With a view to follow up actions from the 10th Global Conference on Health Promotion and specifically, the Geneva Charter for Well-being, the incumbent will perform the following tasks under the supervision of the Head of Unit of Enhanced Wellbeing:</p> <ul style="list-style-type: none"> • Provide the administrative support for the consultation processes with Member States and key partners on the recommendations of the Geneva Charter on health promotion and well-being. This includes: <ul style="list-style-type: none"> ○ Organizing meeting documents/briefs for member states consultations that may be needed to support a possible future tabling of the Geneva Charter/draft resolution on Well-being to the World Health Assembly ○ Providing support for the preparations of regional consultations on the application of the recommendations of the Geneva Charter ○ Setting up meetings with key health promotion partners and UNOs 	
REQUIRED QUALIFICATIONS (In some instances, a degree may be replaced for WHO retirees who do not meet the minimum educational qualifications specified):	
Education:	
Essential:	
<ul style="list-style-type: none"> • Completion of secondary school education or equivalent. • Technical training courses in office and/or management related areas 	
Desirable:	

Experience

Essential:

- At least 8 years of relevant experience.
- Relevant experience in WHO or another UN agency an asset.
- Experience in Oracle-based or other ERP systems an asset

Desirable:

Use of Language Skills

Essential:

- English Read: Expert knowledge
- Write: Expert knowledge
- Speak: Expert knowledge
- French Read: Expert knowledge
- Write: Expert knowledge
- Speak: Expert knowledge

Desirable:

Others

- Work requires proficiency in the use of word processing or other software packages and other standard office equipment.
- Formal or self-training in the use of standard office software. Training in Oracle-based or other ERP systems an asset.