

Vacancy at the Pan-American Health Organization/World Health Organization:

Project Support Specialist, Tobacco Control (Grade: P2)

Type and duration of contract: Short term professional – Limited duration: 2 years.

Duty station: Washington, DC (availability to report to duty station within 4 weeks of being selected)

Application deadline: February 28 at 12.00 pm (US Eastern time)

How to apply: submit your CV and short bio to Ms. Rosa Sandoval at sandoval@paho.org cc Mr. Luis Galicia at galicialui@paho.org

The Noncommunicable Diseases and Mental Health (NMH) Department promotes, coordinates, and implements technical cooperation activities, directed at the prevention and control of non-communicable diseases, mental, neurological and substance abuse disorders, related risk factors and disabilities, and promotion of optimal nutrition and road safety, that are evidence-based and appropriate for the political and sociocultural context in which they are implemented. It raises political and public awareness and understanding of the burden of the most common noncommunicable diseases (NCDs) and mental disorders, related risk factors and conditions and leads multi-sector and multi-stakeholder strategic and collaborative efforts aimed at strengthening Member States' capacity to promote and protect health through public policies, programs, and services. This will reduce risks and disease burden and contribute to improving the physical, mental, and social well-being of the population.

1. DESCRIPTION OF DUTIES:

Under the general supervision of the Unit Chief (NMH/RF) and the direct supervision of the Advisor, Tobacco Control, the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Support and assist the Tobacco Control Team in the production of the WHO Report on the Global Tobacco Epidemic in the Americas, in close collaboration with WHO/Department for Prevention of Noncommunicable Diseases;
- b) Support the production of the biennial PAHO Regional Report on Tobacco Control;
- c) Support and collaborate with the Tobacco Team in the implementation of the program of work for provision of technical cooperation to Member States on the FCTC reporting commitments, in close collaboration with the FCTC Secretariat and Country offices in the Region of the Americas;
- d) Collaborate with the Tobacco Team for the implementation of capacity building activities such as training workshops, aimed at developing and implementing legislation in compliance with the WHO FCTC, its guidelines and related protocols;
- e) Provide technical support in knowledge management activities and production of technical documents, factsheets, presentation materials, guides, tools and reports on tobacco control; as well as assist in disseminating information;
- f) Provide technical support in coordination with the Communications officer for the review and update of the tobacco control webpage and other online resources;
- g) Perform other related duties as assigned.

2. REQUIRED QUALIFICATIONS

Education:

Essential: A university degree in a health-related science, social sciences, economics, law, international affairs, public health, or related field, from a recognized institution.

Experience:

Essential: Five years of combined national and international experience working in public health, public policy or socio-economic development.

Desirable: Practical experience working in public health projects at the international level in Latin America and the Caribbean. Experience working in tobacco control would be an asset.

Languages:

Very good knowledge of English or Spanish with a working knowledge of the other language. Knowledge of French and/or Portuguese would be an asset.

Technical Expertise

- Technical expertise in public policies, global diplomacy, international affairs, global health, public health.
- Organizational and analytical skills to manage knowledge and information on public policies and/or tobacco control.
- Strong project management, monitoring and project execution skills.
- Ability to maintain partnerships for coordinated execution of projects. Ability to prepare funding proposals.
- Mature judgment, strong technical, analytical and conceptual skills; demonstrated ability to assess, analyze, synthesize and provide recommendation on key technical issues.
- Excellent organizational and analytic skills combined with strong professional oral and writing skills including the development of reports, oral presentations and technical/persuasive documents for consideration at the highest levels of the Organization.

Skills:

- Intrainstitutional Action: Displays, through behavior, understanding of PAHO's values and mission. Seeks information on and acts with understanding of the Organization's expectations while advancing further the understanding and application of its policies. Shows interest and concern for the activities related to his/her work in conjunction with the mission, values, vision and policies of the organization. Behaves consistently in accordance with the Code of Ethics of the Organization.
- Teamwork: Encourages team members, adds significant contribution when participating in internal and external work teams, and leads through personal example the virtues of team success--collaboration, trust, transparency and joint responsibilities. Builds and maintains mutually beneficial productive interpersonal relations based on trust, inside and outside the Organization. Keeps every team member informed as well as shares relevant and useful information.
- Service Orientation: Follows through on the client inquiries, requests and complaints. Keeps client up-to-date about progress of projects. Monitors client satisfaction.
- Administrative Support to Technical Cooperation Interventions: Searches for and furnishes relevant information about resource allocation and deadlines, potential critical points, risks and benefits, and other related aspects of available options to provide support for the technical cooperation teams.
- External Action: Establishes and maintains identifiable, results-oriented mutually beneficial productive relations and partnerships with counterparts in other institutions and sectors. Able to sustain working relationships with people in other institutions.
- Communication: Establishes and proactively engages in productive dialogues in one's work inside and outside the Organization, and assists in the building of consensus. Seeks to share information with others within the organization, both face to face and through communication and information technology systems as appropriate.

IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint, SharePoint and Outlook. IT skills and knowledge of other software programs such as software for desktop layout, or Tableau, or Project would be an asset.