



WORLD HEALTH ORGANIZATION • ORGANISATION MONDIALE DE LA SANTÉ

The mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No.: VN/CHN/2022/WRO/001

Date: 5 July 2022

Title: Programme Manager

Contract Type: Consultant

Duty Station: Beijing, China

Duration: 1 August 2022 to 31 January 2023 with possibility of extension.

Deadline for applications: 17 July 2022

#### DESCRIPTION OF DUTIES:

Under the supervision of WHO Representative and/or his designated officer, the incumbent will carry out the following duties:

- Strengthen China's global partnership through interregional cooperation, advocacy and collaboration strategies for learning and leveraging triangular cooperation (e.g. South-South).
- Support WHO to increase Member State's capacity for health diplomacy, increase its support for Member State in the area of health diplomacy and participation in global dialogue.
- Act as the focal point in WHO China Office for Global Development and South-South collaboration within WHO and with external partners, on information sharing and management, communication and interpretation for South-South Cooperation Assistance Fund (SSCAF) rules and guidance, facilitating proposal development and submission, managing and coordinating during project implementation, convening periodic SSCAF meeting with WHO HQ/country offices and key Chinese government partners.
- Support WCO country team to engage in partnership network to strengthen WHO's position within the wider global health landscape and communities through the identified platform especially those available in China.
- Provide technical support for global health partnership including planning and design, monitoring progress, developing workplans, budgets and timelines, and delivering the events such as policy roundtables, dialogues, forums or other advocacy activities.
- Prepare briefings on key global health issues (including presentation material for external events) for senior WHO representatives as needed.
- Draft speeches, fact sheets, talking points and responses to media enquiries on key global health issues. Edit of key documents, including policy notes.
- Manage delivery of products related to global health and provide technical analysis for collaborative activities with external consultants and institutions.
- Provide technical input to the WHO China new Country Cooperation Strategy (CCS), including participation in consultation meetings, contributing to the CCS development, and other inputs as needed.
- Any other tasks as designated by WR.

#### QUALIFICATION REQUIRED:

##### Competencies

1. Producing results
2. Fostering integration and teamwork
3. Ensuring effective use of resources
4. Communicating in a credible and effective way
5. Knowing and managing yourself

**Education**

**Essential:** Bachelor's degree on management, finance or public health or related areas.

**Desirable:** Graduate degree in public health or related field.

**Experience**

Minimum 10 years of working experience in managing development assistance projects on health-related areas, extensive knowledge and understanding of China's aid system and global health policy and practices.

**Language**

Excellent knowledge of spoken and written English and Chinese

**Other skills (e.g. IT)**

Computer literacy in data analysis, word processing, spreadsheet and presentation software

**Salary**

Monthly salary is CNY58,000

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**IMPORTANT INSTRUCTIONS:**

**Note: This vacancy is open to Chinese nationals.**

**Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2022/WRO/001).**

Applicants should submit a completed Personal History Form (PHF) and give reasons for being suitable of the post. A personal History Form and detailed vacancy notice can be downloaded from <https://www.who.int/china/about-us/careers>

Applicants are advised to send their applications by email to [wpchnwr@who.int](mailto:wpchnwr@who.int)

This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

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WHO has a smoke-free environment and does not recruit smokers or other tobacco users.