



UNHCR JOB DESCRIPTION

(When finalised and approved by the Post Manager(s), e-mail to HQPC00)

PART 2A – IDENTIFICATION OF POST

Post No : 10002185

Post Title: Senior Public Health Coordinator

Post Grade: P-4

Post Location : Geneva, Switzerland

Supervisor Post No., Title & Grade: 10002181, Chief of Public Health and HIV CCOG Code: 1.L.03.a
Section, P-5

PART 2B – POST REQUIREMENTS

2.1 ORGANIZATIONAL CONTEXT (Please define the role of the post within the team, describing its leadership role, if any, its external/internal work relationships or contacts and the contextual environment in which it operates)

The Senior Public Health Officer (SPHO) will develop health policy for UNHCR and provide coordination and technical support to the regional and country level health coordinators. The SPHO will work closely with colleagues in related technical sectors at Headquarters (including nutrition and HIV/AIDS as well as community services, gender and age, water and sanitation, shelter, food security, and the environment) and with the Bureaux to assist country programmes to ensure that UNHCR and international minimum standards are met so that morbidity and mortality are minimised among populations of concern. The SPHO plays a leadership role within UNHCR by **developing policy and providing technical support in the area of public health**. The SPHO must ensure that latest policy and technical procedures are shared and used consistently in UNHCR public health programmes.

Development, dissemination and coordination of health policies and programmes with Snr. Regional Health and Nutrition Coordinators and Public Health UNVs (United Nations Volunteers) at regional, national and field level. **Provide technical support and guidance to** Regional Bureaux, Headquarter's Divisions and Units, and Country Offices. Undertake **missions to the fields** and liaise with Representatives and their staff on the implementation of public health programmes. **Advocate** for public health issues. Actively purpose **resource mobilisation**.

Regular contact with UN technical agencies, particularly WHO, UNFPA and UNICEF, Implementing and Operational Partners, Government officials as needed.

2.2 FUNCTIONAL STATEMENT (Please describe the functions to be performed by the incumbent of the post, focusing on the deliverables or the achievements expected from the job. Describe also the engagement and the degree of relationships with clients/partners, and the impact of actions)

A. Coordinate and Set Policies:

- Work in a multisectoral and co-ordinated approach in co-operation with UN agencies, donors, non-governmental organisations (NGOs) and other humanitarian partners, including relevant IASC mechanisms.
- Develop and ensure implementation of UNHCR's Strategic Plan for Public Health.
- Develop and ensure new policies and strategies for UNHCR in key aspects of health including but not limited to malaria control, avian human influenza, disease outbreaks and drug management.
- Develop and emphasise cross-border and sub-regional approaches.
- Develop, review, update and ensure dissemination of internationally accepted standards, policies, and guidelines within UNHCR and among partners; adapt accordingly to the unique situation of UNHCR's people of concern.
- Represent UNHCR in relevant international meetings and conferences.
- Coordinate with other technical sectors as well as Division of International Protection Services (DIPS) and Bureaux.
- Coordinate with humanitarian reform process and particularly with health cluster led by WHO.

B. Supervise:

- Technical supervision of public health International UNVs in the field.
- Technical supervision of public health consultants at headquarters and in the field.
- Coordinate network of country-level and regional health officers.

C. Leadership and Advocacy:

- Provide leadership and advocate on all issues relating to public health and refugees/International Displaced persons (IDPs) and other persons of concern to UNHCR both within and outside of UNHCR.
- Work with others in UNHCR to advocate for access to refugees, IDPs, returnees and other persons of concern to UNHCR to public health services, including support for inclusion of refugees, returnees and other persons of concern in national and international fora and funding sources.
- Ensure regular updates and share information within UNHCR as well as with relevant government, UN and NGO counterparts, Governments and the donor community.
- Work with partners to develop, maintain and activate standby arrangements for field based support in the health sector.

D. Technical Assistance:

- Provide technical assistance to UNHCR's regional and national coordinators, the Bureaux, DIPS and direct requests from the field as required.
- Review and provide technical inputs on reports and programme proposals from the field with the view to verify compliance with UNHCR policy priorities refugee women and children, gender, adolescents and other related topics.
- In support to request from Field Offices, Regional Bureaux, or other services, identify and brief all field-based personnel (UNHCR staff or external consultants) for technical positions, providing all the necessary technical backstopping; establish term of reference (TORs) for such staff and together with the Bureaux, Hubs and Offices in the field.
- Provides field-based support missions for emergency and stable situations as needed.

E. Monitoring and Evaluation:

- Lead the design and implementation of the monitoring and evaluation system for health programmes for refugees, returnees, and other persons of concern to UNHCR.
- Support implementation and functioning of Health Information Systems
- Lead and supervise yearly reporting on public health for UNHCR health sector.
- Facilitate the inclusion of UNHCR programmes in inter-agency assessment and evaluation efforts.

F. Capacity Building:

- Facilitate capacity strengthening activities of UNHCR and its implementing partners to address key areas of public health importance to refugees and other persons of concern to UNHCR .
- Build the capacity and competence of UNHCR health coordinators.
- Ensure health is adequately addressed in in-house capacity building activities of the agency such as emergency and operations training

G. Resource Mobilisation:

- Lead the effort in resource mobilisation for public health activities with an emphasis on non-traditional donors to UNHCR

H. Programmatic Research

- Undertake programmatic research with relevant organisations as needed to improve programmatic response.
- Assimilate and produce better practice/lessons learnt/academic articles for dissemination.

2.3 REQUIRED COMPETENCIES (List a maximum of six (06) reference numbers and names of the applicable functional and/or managerial competencies which illustrate behaviours that are essential to achieving deliverables described above, and that are critical to successful performance. – CMS booklet provides reference numbers, competency names, definitions and indicators –

<u>Code</u>	<u>Managerial Competencies</u>	<u>Code</u>	<u>Functional Competencies</u>
1. <input checked="" type="checkbox"/> MC01	Strategic Planning	1.DE01	Forward Planning
2. <input checked="" type="checkbox"/> MC02	Leadership	2.PG02	Develop and maintain systems, policies and procedures
3. <input checked="" type="checkbox"/> MC03	Managing Performance	3.PR01	Policy research and analysis
4. <input checked="" type="checkbox"/> MC04	Coaching and Developing Staff	4. TS01	Developing technical policies/guidelines and ensuring consistency of application
5. <input checked="" type="checkbox"/> MC05	Managing Resources	5.HD04	Representing UNHCR
6. <input checked="" type="checkbox"/> MC06	Political and Organization Awareness	6.	

2.4 MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED *(please define the educational background, the relevant job experience and the language(s) that are essential to perform the work of the post)*

- Advanced University degree specialization in Public Health ((e.g. medical science or nursing), or equivalent
- Proven technical competence in international health programming with emphasis on refugees/IDPs, emergencies or post-emergencies
- Proven managerial competence in international health programming issues with emphasis on refugees/IDPs/emergencies or post-emergencies
- Ability to promote good working relationships among colleagues, supervisors, and those persons he/she supervises
- Practical knowledge of planning, monitoring and implementation of health-related services in refugee or refugee-like situations
- Practical experience in various refugee / internally displaced persons situations ranging from emergency to reconstruction/rehabilitation;
- Minimum 10 years of working experience at professional level in public health; at least 5 years in an international capacity; at least 3 years working with refugees/IDPs or in emergency/post-emergency situation.
- Excellent oral and written English; working knowledge of another UN language, preferably French.
- Computer skills in word processing, spread sheets and powerpoint
- Ability to work in a team.

2.5 DESIRABLE QUALIFICATIONS & COMPETENCIES *(Describe any experience or knowledge that would be an asset, such as UNHCR Learning Programmes /Other training / additional languages /Field, HQs experience, etc...)*

- Previous professional work with NGOs and/ or UN agencies.
- Strong analytical skills
- Strong communication and presentation skills (oral and written)
- Statistical programming skills an asset

With the aim to achieve a gender-balanced workforce, UNHCR strongly encourages qualified women to apply.

How to Apply:

A full curriculum vitae, including nationality and references, should be sent to: UNHCR, Vacancy Management Unit (quoting ref. 10002185), case postale 2500, 1211 Geneva 2 Dépôt, Switzerland, or by fax (+41 22) 739 7322, or preferably, by e-mail: **hqpe14@unhcr.org**.

Closing date for receipt of applications: **18 November 2009**