Vacancy Notice No.: VN/CHN/2017/003  Date: 11 December 2017
Title: Coordinator, Health Systems & Health Security Team
Deadline for applications: 31 December 2017
Duty Station: Beijing, China
Duration: 1 year initially with possibility of extension

DESCRIPTION OF DUTIES:

Under the supervision of the Head of WHO Office (HWO) and guidance of the Director, Health Systems, the incumbent to the post will perform the following tasks:

1. Team leadership and management
   • Lead and manage the team including responsibility for recruitment of long-term and short-term staff, interns and volunteers;
   • Manage team workloads and responsibilities;
   • Provide leadership, coaching and mentoring to team members to be able to achieve their objectives.

2. Programme delivery and management
   • Lead the Health Systems and Health Security team to develop and implement work plans within the WHO biennium framework (assessed contribution and voluntary contribution funding) on other priorities for the Government of China including maternal and child health;
   • Liaise with the Disease Control team to ensure effective cross–team working on issues of joint priority;
   • Lead the development and implementation of effective strategies to deliver core Country Office priorities on team issues;
   • Lead and manage team programme and budget to ensure effective implementation, programme and financial management of all Country Office funds under team responsibility.

3. External relations
   • Represent WHO’s position on health issues to external partners in the government, universities and academies, other United Nations agencies, bilateral donors and other partners;

4. Communications
   • Work with the communications team to develop and execute communications strategies / activities in pursuit of the Country Office’s strategic priorities (including speeches, media releases and communications materials, social media output etc.);
   • Represent WHO to the media

5. Office-wide responsibilities
   • Provide policy advice to the HWO through review and analysis of documents, strategies and business needs related to health systems reform and health security issues;
   • Lead responsibility for implementation of assessed contributions-funded programmes with National Health and Family Planning Commission (NHFPC);
• Lead and support the preparation of successful visits to China by the WHO Director-General and Regional Director; and
• Deputize for HWO when required.

QUALIFICATION REQUIRED:

Competencies:
1. Team work
2. Respecting and promoting individual and cultural differences
3. Communicating in a credible and effective way
4. Producing results
5. Moving forward in a changing environment
6. Creating an empowering and motivating environment

Functional Skills and Knowledge:
- Knowledge in programme planning, project management, implementation, monitoring and evaluation of communicable diseases;
- Proven record of analytical skills
- Ability to draft policy analysis and prepare documentation and reports in a concise and accurate manner;
- Ability to work under short deadlines;
- Strong leadership and management skills;
- Expertise in developing strategies to achieve priority objectives;
- Expertise in managing a team – including recruiting staff, allocating responsibilities, motivating, coaching and supporting professional development of staff;
- Ability to manage and negotiate effective relationship with NHFPC and other government counterparts and international and bilateral development partners;
- Good knowledge of policy-making process at international and national levels;
- Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct;
- Ability to work with a broad range of stakeholders and leverage common interests.

Education
Essential: University degree in health science or related field with postgraduate degree in public health, health systems, environment or ecology or social science.

WHO only considers higher educational qualifications obtained from an accredited institution.

Experience
Essential: Minimum seven years’ experience in managing public health programmes at national level including at least five years at senior level.

Desirable: Experience in working with nongovernmental, bilateral, regional or international organizations.

Language
Excellent knowledge of written and spoken English and Chinese.

Other skills (e.g. IT)
Proficiency in standard MS Office applications.
Annual salary
Annual net salary is CNY693,045. The salary is free of tax.

WHO offers a very competitive compensation and benefits package which includes: 30 days annual leave, child allowance, pension plan and medical insurance.

IMPORTANT INSTRUCTIONS:

Note: This vacancy is open to Chinese nationals only. Applications should be transmitted in email message quoting vacancy notice number (VN/CHN/2017/003).

Applicants should submit the completed Personal History Form (PHF) of their relevant experience and other qualifications and give reasons for being suitable of the post. A personal History Form and detailed vacancy notice can be downloaded from www.wpro.who.int/china or http://weibo.com/whoinchina

Applicants are advised to send their applications by email to wpchnwr@who.int

This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged.

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