



**WORLD HEALTH ORGANISATION
SPECIAL SERVICES AGREEMENT (SSA) PROJECT MANAGER - TO PROVIDE SUPPORT
FOR GLOBAL ENVIRONMENT FACILITY CLIMATE CHANGE AND HEALTH PROJECT
IMPLEMENTATION
READVERTISEMENT**

**WORLD HEALTH ORGANIZATION
SPECIAL SERVICES AGREEMENT (SSA) FINANCE & PROCUREMENT OFFICER-TO PROVIDE
TECHNICAL SUPPORT IN THE AREA OF FINANCE AND PROCUREMENT FOR GLOBAL
ENVIRONMENT FACILITY CLIMATE CHANGE AND HEALTH PROJECT IMPLEMENTATION
READVERTISEMENT**

1. Background

The health impacts of climate change are diverse and serious, including water- and vector-borne diseases, undernutrition, and the mental and physical effects of extreme weather and climate events. Extreme weather and climate events also disrupt the delivery of health care services. Ministries of Health from Kiribati, Solomon Islands, Tuvalu, and Vanuatu have limited technical capacity to effectively integrate climate-related risks into policy, planning, and regulatory frames, and into interventions to control the current and project future burden of climate-sensitive health outcomes.

In consultation with stakeholders, this GEF LDCF project, “Building Resilience of Health Systems in Pacific Island Least Developed Countries to Climate Change” was designed to increase the capacity of national health systems and institutions, and sub-level actors, to manage long-term climate-sensitive health risks, through four complementary outcomes: (1) strengthening governance of health system and institutional capacities; (2) strengthening capacities of health system institutions and personnel to manage the health risks of climate change; (3) improving the coverage and quality of health services addressing climate-related diseases; and (4) enhancing south-south cooperation. The regional approach will facilitate catalytic partnerships across countries, training and capacity development of climate change and health specialists in the countries, and documentation of lessons and best practices, thereby ensuring that these can be replicated and scaled-up across the region. The project will be implemented closely between WHO and Ministries of Health in participating countries.

A Special Services Agreement (SSA) post to support the overall coordination of this project funding is proposed for each of the project countries, namely Kiribati, Solomon Islands, Tuvalu, and Vanuatu.

2. Purpose/specific objectives of the activity

The SSA will provide coordination and administrative support for the implementation of the identified activities in close coordination with the WHO Division of Pacific Technical Support (DPS) Pacific Climate Change and Environment team, WHO country teams, the Ministry of Health, key governmental technical staff, partners, and beneficiaries, with a particular focus on mobilising and garnering stakeholder support, supporting close monitoring of project timelines and activities and contributing to reports.

3. Expected outcomes

The GEF Project “Building Resilience of Health Systems in Pacific Island Least Developed Countries to Climate Change is well implemented with strong stakeholder engagement, and a clear guiding structure and linkage with key relevant strategies and plans.

4. Job description (activities to be carried out)

The SSA position will provide coordination and administrative support for this project.

The SSA will have the following responsibilities:

- Working closely with WHO (PCE and country-level teams) and Ministry of Health teams support the development of a detailed country-level workplan for engagement with stakeholders, aligning with existing climate change and health-related strategies/plans;
- Support coordination of Project Management Unit (PMU), including attending regular meetings, reporting on country-level activities, note-taking and communications with PMU and Project Working Group members to fulfill objectives effectively and efficiently;
- Support the development and/or engagement with national climate change and health technical working/advisory group (CC&H TWG), including development of agreed ToRs and organising and attending regular meetings to report on project activities (part of Outcome 1);
- Communicate proactively with national counterparts, WHO staff and development partners to provide encouragement, identify problems, identify solutions, and implement efficiency improvements as needed;
- Help to identify project risks and implementation challenges working closely with other team members to mitigate these risks and to identify solutions to address project needs effectively;
- Support the implementation of specific project activities, including but not limited to policy review and revision, awareness raising campaigns, trainings, and/or assessments, as needed;
- Input into the preparation of quarterly and annual reports;
- Support the planning and implementation of visibility and communication plans, including a country-level launch event, press releases, project briefs, and/or other activities;
- Review workplan regularly and update as needed, while considering risk management;
- Develop strong communication channels and systems for linkages between this work and other initiatives, development partners and civil society groups;
- Perform any other duties that may be assigned by the supervisor.

5. Qualification and experiences

Education

Essential: University degree in health or environmental sciences - related field.

Desirable: Qualification in environmental health, environmental sciences, and/or climate change.

Experience

Essential: At least 3-5 years of relevant experience in the field of climate change, environmental health or public health.

Salary: The total remuneration cost per annum VUV2,693,000, PS 8.1 Government Salary Scale (on the condition that the performance is satisfactory)

Desirable: Experience working in climate change and health field, knowledge of national policy environments, project/programme management working closely with governmental and partner organizations, and report writing.

Technical skills and knowledge

- Knowledge of project and workplan planning and implementation including an understanding of timeline monitoring and risk management.
- Competent in using a computer including MS Teams and/or Zoom, MS Excel, MS Word, and MS PowerPoint.
- Strong organizational skills and results management.
- Ability to work harmoniously as a member of a team and maintain a high standard of personal conduct.
- Written and spoken fluency in English is essential.

6. Medical clearance

The selected SSA will be expected to provide a medical certificate of fitness for work.

Applications for this position

Interested applicants are required to send their letter of application and a CV/resume and the names and details of three referees by email to the following address: **bitalusereseree@who.int** or **Postal: WHO, PO Box 177, Port Vila, Vanuatu. Closing date of application: 29 March 2024 by 5.00pm**

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

Background

The Pacific Least Developed Countries (LDCs) - including Vanuatu - are among the countries most vulnerable to climate variability and change. A common problem in these countries is the triple burden of communicable diseases, non-communicable diseases (NCDs), exacerbated by the health impacts of climate change that causes high rates of morbidity and mortality. Health impacts from climate change are worse in countries where health systems already struggle to manage existing health risks, and capacity to adapt to additional climate change-related health risks is limited. Within this context, the LDCs in the Pacific face significant challenges in meeting their Sustainable Development Goals (SDGs) or the 2030 Agenda.

Through the funding from the Global Environment Facility (GEF Project), Vanuatu has the opportunity to building resilient health systems.

The proposed position is for the engagement of a Finance and Procurement Officer to support the Financial, Accounts and Procurement aspects of the Annual Work Plan for the GEF Project for Vanuatu.

Purpose/specific objectives of the activity

In collaboration with the WHO CLO Office Vanuatu, the WHO Division of Pacific Technical Support (DPS) office in Suva and the Vanuatu Ministry of Health the incumbent will provide technical support in the area of Finance and Procurement for the GEF Project.

Job description (activities to be carried out)

The activities are detailed below, and the successful incumbent will also perform other duties as assigned by the WHO CLO Office Vanuatu WHO DPS/PCE and MOH, Vanuatu

The SSA will focus on the following activities:

Finance and Accounts:

1. Develops and maintains GEF project budget for MOH Vanuatu
2. Plans, directs, and controls accounting and financial operations for the GEF project as per the MOH Vanuatu
3. Prepares reports and documents covering accounting transactions for management review
4. Ensures that accurate financial records are documented
5. Monitors budget performance and expenditure control
6. Manages payments of suppliers/vendors on procurement related to GEF Project in Vanuatu

Procurements

1. Develops and implements in collaboration with WHO Vanuatu/WHO DPS/WHO WPRO the procurement plan under the GEF project
2. Ensure goods/services procured are delivered as per the Terms of References.
3. Communicate effectively on procurement matters
4. Completes the transfer of titles for all goods handed over

Work to be performed

Under the supervision of the WHO CLO Office Vanuatu, the WHO Division of Pacific Technical Support (DPS) office in Suva and the Vanuatu Ministry of Health the incumbent will carry out the following activities with the following deliverables.

Output/s

1. Develops and maintains GEF project budget for MOH Vanuatu
Output 1: Developed budget the GEF project.
Deliverable 1: Developed budget for use by MOH Vanuatu
2. Plans, directs, and controls accounting and financial operations for the GEF project as per the MOH Vanuatu
Output 2: Accounting and Financial Status of the GEF Project is communicated effectively via etc
Deliverable 2: Contribute to the documentation and reporting of the GEF Vanuatu Project financial status
3. Manages payments of suppliers/vendors on procurement related to GEF Project in Vanuatu
Output 3: Payment completed for all GEF procurement transactions
Deliverable 3: Includes all transactions and payments in Financial reporting as per request from MOH Vanuatu/ WHO Vanuatu
4. Develops and implements in collaboration with WHO Vanuatu/WHO DPS/WHO WPRO the procurement plan under the GEF project
Output 4: Procurement plan developed
Deliverable 4: Procurement plan for the GEF Project with details

Qualification and Experiences

Education

Diploma or bachelor’s degree in Accounting or Finance and procurement.

Experience

At least 3-5 years’ experience as an accountant or finance and procurement officer, ideally with a development project. Experience working with governments, donors or international organizations is an additional asset.

Salary: The total remuneration cost per annum VUV1,513,100, PS 5.1 Government Salary Scale (on the condition that the performance is satisfactory)

Technical skills and knowledge

- In depth knowledge of waste management, WASH and Energy provision in HCF;
- Sound knowledge and skills in training and facilitation of programs;
- Knowledge of MOHMS AOP and underlining policies with its functions;
- Flexibility to travel on short notice and in challenging and difficult environments.
- Team worker and excellent interpersonal relations;
- Competent in using the computer with a focus on MS Excel analysis.
- Can identify challenges and provide appropriate solutions.
- Good interpersonal and analytical thinking and writing skills
- Excellent command of English, basic French and Bislama are required

Competencies

- Producing results.
- Teamwork
- Information Technology- Proficient in Microsoft office suite
- Culturally sensitive;
- Communicating in a credible and effective way;
- Moving forward in a changing environment; and
- Fostering integration

Medical clearance

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