



World Health Organisation: SPECIAL SERVICES AGREEMENT (SSA) - TO PROVIDE TECHNICAL SUPPORT IN THE AREA OF FINANCE AND PROCUREMENT FOR GLOBAL ENVIRONMENT FACILITY CLIMATE CHANGE AND HEALTH PROJECT IMPLEMENTATION

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 (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

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: bitalauseeseree@who.int or Postal: WHO, PO Box 177, Port Vila, Vanuatu. Closing date of application: **29 September 2023 by 5.00pm**

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