



### World Health Organisation: SPECIAL SERVICES AGREEMENT (SSA) PROJECT MANAGER TO PROVIDE SUPPORT FOR GLOBAL ENVIRONMENT FACILITY CLIMATE CHANGE AND HEALTH PROJECT IMPLEMENTATION

#### 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 mobilizing and garnering stakeholder support, supporting close monitoring of project timelines and activities and contributing to Vanuatu 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 Vanuatu 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.

**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: **bitalausereseree@who.int** or **Postal: WHO, PO Box 177, Port Vila, Vanuatu. Closing date of application: 14 July 2023 by 5.00pm**