

## Technical Assistant - (1903802)

**Grade:** G6

**Contractual Arrangement:** Fixed-term appointment

**Contract duration:** 24 months

**Posting Date** Aug 8, 2019, 1:38:01 PM

**Closing Date** Aug 29, 2019, 11:59:00 PM

**Primary Location** Denmark-Copenhagen

**Organization** EU/DAF Division of Administration and Finance

**Schedule** Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

The WHO General Programme of Work (GPW) and Programme Budget (PB) provide the overall context in which the Organization carries out its work, and more specifically the results-based framework for planning and budgeting that forms the core of the Programme and Resource Management unit's work. The PRM Unit supports the Director of Administration and Finance by: promoting results-based management and efficiency across the region through the development of executive-level reports and budget analyses, diagnosing challenges, and identifying and weighing alternative solutions; providing programme and resource management input to make the vision for improved health in Europe a reality; developing frameworks and approaches for integration of programme planning and management across programmes and country and inter-country levels; and monitoring and reporting on implementation to support decision making by senior management and governing bodies.

The Integrated Help Desk provides day-to-day support, guidance and training to health technical units and country offices on all aspects of planning, budget, resource allocation and programmatic award management, work plan maintenance, monitoring and reporting; it supports operational planning, annual and biennial reporting; the six-monthly office-wide reviews and handles reporting, testing and implementing GSM (and related tools) system upgrades and enhancements in the area of programme management. This work forms an integral part of the internal control and compliance framework of the organization.

### DESCRIPTION OF DUTIES

The Technical Assistant, as part of the Integrated Help desk works to implement integrated planning, budgeting, monitoring and reporting systems in the WHO Regional Office for Europe, fostering results-based management through direct support to countries and regional technical divisions for improved programme management: working to ensure adherence to relevant WHO guidelines and procedures.

Key duties:

1. Provide support to resource mobilization activities, specifically by preparing data and undertaking preliminary analysis of funding gaps and programmatic implementation for the attention of the supervisor.
2. Support implementation of WHO's programmatic reform activities in the areas of programme and resource management: bottom-up strategic planning to align country priorities and corporate results, programmatic evaluation, and performance assessment.
3. Support and help implement the global and regional planning processes through contributing: to the development of biennial programme budgets, assisting with high level budget costing and analysis; preparation, adaptation and dissemination of planning guidance, ensuring it is understood by staff; support for bottom-up planning, regional consolidation and prioritization; and support for development of regional inputs to the global programme budget under the guidance of the supervisor and according to the established standards. Support and facilitate operational planning in countries and regional divisions: work plan development, salary work plan and human resource plan establishment; workplan review and, compliance checks in connection with the upload and approval of workplans at the start of each biennium. Prepare hands-on guidance and other training materials for operational planning to ensure quality control and reduce risk.
4. Support resource planning through: provision of advice on the resource planning exercise as per agreed guidelines; ensure completeness, data quality and reliability of the plans. Ongoing monitoring and analysis of resource plans, including appropriate follow-up with technical units/country offices. Implement senior management decisions regarding the allocation of corporate resources by consolidation and review of monthly allocation requests, preparation of award distribution requests and general ledger vouchers for budget allocation, general ledger reconciliation to holding accounts, workplan funding requests and establishment of award budgets.
5. Conduct monthly monitoring exercises using WHO's ERP system, including: monitoring of Programme Budget allocations, planned costs, donor and resource plans, resource allocations and award management, reconciliation of salary expenses; monitoring of human resource plans and salary workplans for correctness; action on any deviations or inconsistencies; and consolidation of data in user-friendly format. Coordinate timely regional response to payroll reconciliation. Conduct award and workplan budget management by processing in GSM award distribution requests, workplan funding requests and award budgeting; including quality assurance of award data and funding gap. Prepare daily list of award budget exceptions for internal monitoring purposes and take the necessary action to resolve exception items.
6. Provide workplan management monitoring and support to programmes/units, including: dissemination and advice on approved operating procedures; preparation of guidelines and training materials; organization and conduct of training and ad hoc clinics / briefings; ensuring data on staff assignments is correctly recorded; provision of individual support for workplan management; monitoring technical reporting completeness and compliance; and support to divisions and country offices for quality assurance. Support and facilitate global and regional performance assessment, including organization-wide reviews (mid-term, end-of-biennium, etc.) and regional technical and peer reviews by providing relevant data, analytical support and documentation.
7. Assist supervisor in periodic analysis and reports for senior management, including budget implementation, highlighting issues of concern. Analyze EURO budget implementation data in the global organizational context and provide background information and support as required. Undertake comprehensive planning,

resourcing overviews and statistics; provide support for relevant managerial and programmatic meetings.

8. Prepare and conduct training and briefing sessions to help ensure that results-based management principles and reporting systems are understood and applied. Develop and update guidelines and training material for dissemination. Provide helpdesk support to regional office and country staff in the areas of planning, workplan management and resource management as per established guidelines.

9. Participate in and contribute to global planning/budget network meetings. As regular user of the programme management module of WHO ERP system (GSM), identify and propose to the supervisor improvements to meet operational requirements including participation in User Acceptance Testing and design of business intelligence reports; maintain data bases with up-to-date information on clearance of requests related to budget and staffing as well as training and briefings;

10. Support audit responses

11. Other duties as assigned.

## REQUIRED QUALIFICATIONS

### Education

**Essential:** Completion of secondary school or equivalent.

**Desirable:** Bachelor's or Master's degree or equivalent in public administration, business, public health or a related field. Training: Desirable: Training in the use of ERP systems for results monitoring and reporting.

### Experience

**Essential:** At least eight years' progressively responsible experience in the area of programme planning, monitoring and reporting.

**Desirable:** Relevant experience working in WHO or in the UN system.

### Skills

Excellent computer skills: GSM (ERP) as well as standard software, language and communication skills. Proven understanding of WHO policies and procedures.

### WHO Competencies

Teamwork

Respecting and promoting individual and cultural differences

Communication

Producing results

Knowing and managing yourself

### Use of Language Skills

**Essential:** Expert knowledge of English.

**Desirable:** Beginners knowledge of French, Rus., German.

## REMUNERATION

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at DKK 352,030 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

## ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO's workforce adheres to [the WHO Values Charter](#) and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.