

VACANCY NOTICE

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

Vacancy Notice No: WCO-SRL-2021/04

Date: 19 April 2021

Title: Project Coordination Officer – Youth Wellbeing Promotion

Deadline for application: 3 May 2021

Contract type: Special Services Agreement

Grade: NO-A

Duration of contract: 12 months with possible extension

Organization unit: Country Office for Sri Lanka

Introduction:

The World Health Organization is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years on, WHO remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

Our Goal

"To support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

Our Core Functions

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

Objectives of the Programme:

The project "Youth Participation and Engagement for a Healthier, Equitable, Safer and United Sri Lanka," is a joint initiative by WHO, UNDP and UNV in partnership with the National Youth Services Council (NYSC) as part of the Youth Promotion Initiative supported by the United Nations Peacebuilding Fund (PBF). The project aims to improve access to opportunities for young aspiring leaders to meaningfully engage in promoting social cohesion, and development that will enhance their political and civic representation. Such engagement will support in developing trust and the recognition they receive as leaders in their own communities.

The Youth Parliamentary platform will play a critical role in the project for supporting and equipping young leaders with the tools and capacity to engage meaningfully in matters that affect them and their communities.

The project aims to work with both elected and non-elected youth parliament members, the Federation of Youth Clubs, Volunteer Involving Organizations (VIOs), Civil Society Organizations, Community Based Youth Organizations and other youth groups representing marginalized communities at the district level. It will work closely with the NYSC in developing youth capacity building and leadership programmes particularly targeting their community engagement and political and civic participation.

In this regard, the project employs a "Healthy Settings Approach" as a vehicle for guiding young leaders to identify how they can contribute meaningfully to support crosscutting societal needs that are of promoting wellbeing, social cohesion and conflict prevention. A 'healthy setting' is defined as 'a place or social context in which people engage in daily activities in which environmental, organizational, and personal factors interact to affect health and wellbeing'. As such, by employing a healthy settings approach, the project aims to enable young people to identify and influence their day to day surroundings, including personal factors that affect community wellbeing. This will be achieved through youth led designing and implementation of gender sensitive Community Action Plans to address a geographically sensitive problems affecting social cohesion and creating space for policy dialogues that will contribute long term systemic transformation.

The project views young people as valuable innovators and agents of change, and their contributions need be actively supported, solicited, and regarded as essential to building sustainable communities. Meaningful volunteer engagement is used as a key factor to determine priorities, set their own agendas and engage with young people or other actors pursue their aspirations whilst building a healthier, more equitable and safer community for all.

A team of young professionals with diverse competencies will support the implementation of this project including, monitoring and evaluation, communication and training and capacity development under the overall guidance of an independent Technical Advisory Group (TAG). WHO Sri Lanka is seeking a Project Coordination Officer to lead the implementation of this project, including coordination among stakeholders, management of the project and resource teams, monitoring of progress, documentation assistance, visibility, evaluation, and oversight. The successful candidate will work directly with WHO Sri Lanka, project implementation team members from UNDP and UNV, National Youth Services Council (NYSC) and other stakeholders to ensure this impact-driven initiative enable young leaders to contribute to their personal and community wellbeing through a healthy settings approach.

Job Description:

Under the guidance of the Public Health Administrator and day-to-day collaboration with relevant NPOs, the SSA will:

- Lead and coordinate the project implementation team in developing and executing a comprehensive and feasible workplan, including a robust monitoring and evaluation plan.
- Liaise with the implementation partners (WHO, UNDP, UNV and NYSC), project implementation team, and other stakeholders to ensure project outcomes and outputs are implemented promptly and in line with pre-agreed upon expectations.
- Support in coordinating, organizing and providing logistical and other support for events, meetings, workshops and trainings.
- Coordinate and support appropriate documentation of and visibility for the project, including compilation of reports and gathering data for decision-making.
- Support the identification and management of the resource teams, volunteer groups and community organizations

- Support in networking and troubleshooting in the implementation of community activities
- Coordinate periodical TAG meetings and briefings for stakeholders
- Support preparation and consolidation of the overall budget and management and monitoring expenditure in accordance with the project agreement.
- Provide support to the project team members to overcome challenges, as needed.
- Perform any other related duties assigned by the supervisor as and when required.

Deliverables

- Make a detail plan of all project activities to ensure all the activities are carried out in as per pre-agreed outcomes and outputs
- Modules and training tools for capacity development finalized in coordination with the technical experts contracted for the purpose
- Timely implementation of trainings in coordination with the resource teams
- Progress review meetings and TAG meetings organized and conducted in a timely manner
- Project expenditure reports are maintained/ updated, and budget is managed.
- Troubleshoot and provide support to the project team
- Periodic update reports, including data, community feedback, photos, stories, etc.
- Mid-year and end year reports that capture, implementation progress against outcomes, best practices, lessons learned, challenges, and a sustainability and amplification plan.

Recruitment Profile:

Education:

Essential

The Project Coordination Officer should have the following academic qualifications:

- Bachelor's in Management, Social Sciences or a related field obtained from a recognized university in Sri Lanka or overseas.

Desirable

- Master's in project management, development sector/innovative programming or a related field obtained from a recognized university in Sri Lanka or overseas

Experience:

Essential

The Project Coordination Officer should have the following work experience

- At least 2 - 3 years work experience in conceptualization, design and implementation of projects/programs related to community empowerment initiatives
- Experience working with young people and CSOs or directly with communities; and
- Experience working in multistakeholder coordination

Desirable

- Ability to create innovative programmes
- Knowledge of issues related to youth health, development and engagement
- Familiarity with WHO processes and experience with international organizations.

Language Skills:

- Excellent written and spoken English, fluency in Sinhala and/or Tamil.

Competencies:

- Communicating in a Credible and Effective Way
- Knowing and managing yourself
- Producing results
- Fostering Integration and Teamwork
- Respecting and promoting individual and cultural differences

Annual Salary & others Benefits:

Annual Salary

- Annual salary will be Rs 3,703,938.00 based on Professional Staff local salary pay band

Others Benefits

WHO Offers locally competitive packages such as:

- Health Insurance; Accident and illness insurance;
- Annual Leave (30 days per year)
- Sick leave (7 days per year);
- WHO Holidays

Special Requirement

- Availability to start work in two weeks of selection

NOTE:

- 1) Qualified Candidates will be evaluated and shortlisted for a written exam and interview
- 2) Applicants should send a brief **Resume** of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed **Personal History Form (PHF)** and **scanned copies of educational certificates.**
- 3) Please send your applications only via email to: ragelk@who.int
- 4) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 5) This vacancy is open to all Sri Lankan Nationals (all genders). **Qualified female candidates are encouraged to apply**

."WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."



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


Dr Olivia Corazon Nieves
Public Health Administrator

19 April 2021

SR/kr.





Attach recent photograph here	<p style="text-align: center;">IMPORTANT</p> <p>Please answer each question completely. Type or print in dark ink. All relevant information should be included on this form, but if necessary additional pages of similar size may be attached. You may be requested to supply documentary evidence supporting the statements below. Do not attach any such documents now.</p> <p>If your qualifications meet the Organization's needs, this form will be retained in our active files for two years. Please keep us advised of any changes in address during this period.</p>	Do not write in this space Date received:
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1 Family name (surname)	First/other names	Title	Sex	Maiden name if any	
Present nationality	Date of birth:	Day	Month	Year	Place and country of birth
Has your nationality ever been changed or is it in the process of being changed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (explain)				
Address to which correspondence should be sent			Telephone/Mobile		
			Fax		
			e:Mail		

2 For what type(s) of work do you wish to be considered?	If you apply for a vacancy announcement state no. or reference
Check period(s) of employment you would accept	<input type="checkbox"/> Fixed-term (one year or more) <input type="checkbox"/> Temporary (less than one year)
Employment by an international Organization may require assignment and travel to any area. If you have any disabilities or reservations which may restrict your activities in this respect, give details. Employment is subject to medical examination.	

3 EDUCATION Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and all training and qualifications in teaching/learning methodology.				
From Month/year	To Month/year	Institution (name, place)	Certificates, degrees obtained	Main field(s) or subject(s) of study

4 LANGUAGE AND COMPUTER SKILLS					
Mother tongue:		For languages other than mother tongue , enter appropriate number from code below to indicate level of your language knowledge.			
CODE	Languages	Read	Write	Speak	Understand
1 Limited conversation, reading of newspapers, routine correspondence.					
2 Engage freely in discussions, read and write more difficult material.					
3 Speak, read and write (nearly) as in mother tongue.					
List computer skills	For clerical positions only: Indicate speed in word per minute				
	English		French	Other languages	
	Typing				
	Shorthand				

5 EMPLOYMENT RECORD Starting with your present or most recent post, list in reverse order positions held.
Attach additional pages if necessary.

PRESENT OR MOST RECENT EMPLOYMENT

5.1 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for wishing to change employment

Description of your duties and responsibilities

Have you any objections to our making inquiries of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you now in Government employ? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If you are offered an appointment, how soon thereafter can you report for duty?

5.2 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station Secretary/Colombo, Sri Lanka
From	To	Starting	Final	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for leaving

Description of your duties and responsibilities

5.3 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer			Name and title of supervisor
Reason for leaving			
Description of your duties and responsibilities			

5.4 Period		Exact title of your post/duty station.	Number and type of employees supervised by you, if any
From	To		
Name and address of employer			Name and title of supervisor
Reason for leaving			
Description of your duties and responsibilities			

5.5 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer			Name and title of supervisor
Reason for leaving			
Description of your duties and responsibilities			

6 Length of stay at present place of residence	in country	Marital status		
	in city	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced
			<input type="checkbox"/> Widow(er)	<input type="checkbox"/> Separated

7 Give names of spouse and any dependants					
Name	Date of birth	Relationship	Name	Date of birth	Relationship

Give details of any near relatives who are employed by WHO or other international organizations.		
Name	Relationship	International Organization

8 If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars	
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9 REFERENCES List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under "Employment record".		
Name	Full address (telephone, fax, e:Mail if known)	Occupation, business, title

10 State any additional skills and relevant facts which might help to evaluate your application	
If you are now holding or if you have held a fellowship, state place, date and duration of fellowship, and by whom awarded.	

Can a copy of your personal history form be transmitted to: <input type="checkbox"/> other UN Org. <input type="checkbox"/> national govt. (including yours) <input type="checkbox"/> other	- ATTACH LIST OF YOUR SIGNIFICANT PUBLICATIONS OR PAPERS IN YOUR PROFESSIONAL FIELD AND NAMES OF JOURNAL, ETC. IN WHICH THEY APPEARED (DO NOT ATTACH THE PUBLICATIONS THEMSELVES). - ATTACH LIST OF PROFESSIONAL SOCIETIES OF WHICH YOU ARE A MEMBER AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS
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11 I certify that the statements made by me on this form are true, complete and correct. I understand that any false statement or required information withheld may provide grounds for the withdrawal of any offer of appointment or the cancellation of any contract of employment with the Organization.	
Date and place	Signature
Home address (if different from address as given on page 1)	Telephone/Mobile Fax e:Mail