SSA consultant programme assistance for WHO Health Emergency WHO Mozambique

Purpose
- The purpose of the post is to provide administrative support to the WHO Country Office, WHO Health Emergency (WHE) work of areas to keep administration supports in secretarial activities and coordinating actions of emergency works

Objective
- To strengthen WHO WHE operation in emergency preparedness and response efforts by providing administrative and secretarial

Descriptions of duties
- Under the direct supervision of the WHE cluster in Mozambique, the incumbent will be responsible admin support to WHE. The incumbent works on the basis of general instructions, own experience and precedents, following WHO CO-specific procedures and practices, rules and regulations, to ensure smooth work flow in the assigned area of work. The incumbent is encouraged to seek guidance for unusual issues. Most of the work is controlled for correctness and appropriateness by the incumbent. He (she) will be closely working with the Operations Officer and to the WHO WHE cluster.

He/She will be the focal point of WHO's Health Emergency support to the country.
He/She will:
- Assist with translations of letters correspondence from English to Portuguese and from Portuguese to English – proofreading
- Keep project files – filing of all correspondence and reports
- Assists cluster team members in the liquidations of WHO funds advanced to Government counterparts in line with the WHO Financial rules and regulations; Monitors the implementation of Direct Financial Contributions (DFCs) to Government, including the financial and technical reporting. Ensures the smooth functioning of the GSM workflow process at the cluster level, including organizing regular briefings for staff members.
- Provides coordinating support in preparation of cluster related meetings and seminars.
- Maintain a central list of trainers/resource people and supervisors from the regions and central institutes and collate all background documentation related to the activities.
- Assist with logistical arrangements as appropriate (i.e. arrange note taking, coordinate preparation of minutes and reports, and arrange for translation/interpretation).
- Ensures proper administration of physical resources and office arrangement for team members including vehicle, office equipment, furniture and supplies and produce status report on a regular basis.
• Assists and compiles requests for the procurement of goods and services; acknowledge receipt of goods and services including the maintenance and updating of the cluster inventory on non-expendable items,
• Assists the HR in Leave administration for the cluster team members; Keeping track of contract renewals of team under the cluster and takes action accordingly; Compilation of PMDS of cluster team members; Processing of periodic medicals; Processing of temporary recruitment and selection; Processing of separations,
• Provides admin support to the team members of the cluster including Processing of correspondences;
• Travel arrangements; Meeting arrangements; Processing of stationery requirements and its inventory; Maintaining a filing system.
• Conduct any other tasks/assignment authorized by WHE cluster and WR.

Competencies (Generic)
• Knowing and managing yourself
• -Producing results
• -Fosters integration and team work
• -Moving forward in a changing environment

Skills
• Coordination and planning skills
• Ability to use commonly applied computer software packages.
• Proficiency in the use of standard office software such as MSWord, Power Point, Excel, Access etc.; Other Skills:
• Excellent skill in the use of basic office soft wares like emails, MS excel MS word and Presentation software. Others skill in the use of publisher will be an added asset

Education
Essential: Completion of secondary education or supplemented by technical training or university courses in the field related to the work of the organization.
Desirable
• First degree in Business Administration/ Accounting/ Social Sciences or related field would be an advantage.
• Additional training in Financial, Human and material resources management is an asset.
• Training in, or sound knowledge of administrative procedures.

Experience
Essential:
• 5 years of responsible work in program support, finance, human resources, logistics and general office administration
Desirable
• Experience in administrative support positions in WHO or another UN agency an asset

Languages: English: Good knowledge; Portuguese: Excellent knowledge

Duty station: WHO Maputo

Level: Gs5 step1 (USD1705.00 per month)

Duration: two months and there is a possibility of extension on availability of funds and demonstrated competence