



## Executive Committee of the South-eastern European Health Network (SEEHN)

**Vacancy Notice No:** 3

**Title:** Director, Secretariat of the SEEHN

**Date:** 28 February 2015

**Application Deadline:** 15 March 2015

**Duty Station:** SEEHN Secretariat, The former Yugoslav Republic of Macedonia

### **Objective of the post:**

The main objective of the post is to manage, oversee, monitor and evaluate the regional cooperation in public health of the SEE countries.

### **Purpose of the post:**

The SEEHN secretariat is a new institution of the Network, located in the former Yugoslav Republic of Macedonia, that will take over the functions of providing technical, managerial and administrative support to the activities of the Network. The position of the Director of the SEEHN secretariat aims to ensure technical and managerial oversight, supervision and guidance to the SEEHN secretariat. This requires continuous communication with the President of SEEHN, the Chair of the Executive Committee, and the South eastern European Ministers of Health to optimize support and alignment of the work of the secretariat to the policies and plans of the SEEHN, as well as building on the Regional Health Development Centres (RHDC) and all other institutional mechanisms and capacities of the SEEHN. In order to support implementation of the legal, policy and operational documents of the SEEHN, the post also requires optimal utilization of financial and human resources.

### **REQUIRED QUALIFICATIONS**

**Education:** University degree in any of the following fields: medicine, health, law, management, political or social sciences.

**Desirable:** Degree in Public Health.

### **Functional Skills and Knowledge:**

- 1) Knowledge and good understanding of public health, health systems and global health;
- 2) Knowledge and good understanding of the health, public health and health system problems of the SEE countries;
- 3) Knowledge of the history and principles of working of the SEE Health Network;
- 4) Knowledge of advocacy principles, especially in implementing health promotion/education campaigns;
- 5) Capacity to produce policy and strategic documents, advocacy materials, reports, and fact sheets for distribution.
- 6) Good diplomacy and networking skills, especially capacity to maintain good relations with the key stakeholders and specifically the ministers and ministries of health;
- 7) Good knowledge of the national health context, the main partners involved and the key issues to tackle;
- 8) Capacity to organize joint events with the key partners;
- 9) Knowledge of monitoring and evaluation techniques, especially related to project implementation;
- 10) Good self-starter, team worker and organizer. Enthusiastic and used to working in complex environments, good capacity at solving problems.
- 11) Knowledge of basic IT programmes at the user's level (Microsoft Word, PowerPoint, Excel, Office, etc.)

### **Residency**

Willingness to reside full-time at the seat of the Secretariat, to move out of his/her own country (as appropriate) and commitment to devote full time to the SEEHN Secretariat;

### **Experience:**

Five years of experience in areas related to health systems development, health services delivery, public health and global health. At least two years of experience in an international setting and three years of working in the various SEEHN projects and/or institutions will be an asset.

### **Languages:**

Fluent knowledge of English (both written and verbal); Knowledge of SEEHN countries languages and other European languages will be an asset.

### **Additional Information:**

- 1) Only applications from nationals of the ten SEEHN countries (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Israel, Montenegro, Republic of Moldova, Romania, Republic of Serbia and the former Yugoslav Republic of Macedonia) will be accepted.
- (2) You can download the full information about this position on: <https://euro.sharefile.com/d/saf1d853634a4d97a>
- (3) Please apply by downloading and fulfilling the following form: <https://euro.sharefile.com/d/s99951f541ae48a0b>
- 2) ONLY applications submitted on-line at e-mail: [SEEHNrecruitment@euro.who.int](mailto:SEEHNrecruitment@euro.who.int) will be accepted. If you do not receive an automatic e-mail within 48 hours confirming receipt of your application, you should re-send your application.

**Total Annual salary (tax included):** starting from EUR 48.000,00 per year.

In accordance with standard policies of international organizations, the base salary is supplemented by a **post adjustment** to adjust for the cost of living in the duty station.