



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

Vacancy Notice No: 2

Title: Financial Officer, Secretariat of the SEEHN

Date: 28 February 2015

Application Deadline: 15 March 2015

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

Purpose of the post:

The SEEHN secretariat is a new institution of the Network that will take over the functions of providing technical, managerial and administrative support to the activities of the Network. Under the supervision of the Director of the Secretariat, the incumbent of the post is responsible for the smooth management of the financial, administrative and operational functions involved in the day-to-day running of the Secretariat of SEEHN and optimal financial and human resources utilization

Objectives of the post:

- To ensure smooth and continuous financial and administrative operation of the SEEHN secretariat.
- Implement the financial plans agreed at the plenary meetings of the network, within a road map of activities.
- Ensure timely reporting to the SEE Health Network Presidency, Executive Committee and the SEE National Health Coordinators on the financial implementation of program activities.

REQUIRED QUALIFICATIONS

Education: University degree in public or business administration or a related field, or equivalent in training and self-study.

Desirable: Qualifications in financing, management and administration of health activities, experience in WHO activity, or in other international organizations, and in SEEHN activity.

Functional Skills and Knowledge:

Essential: Sound knowledge of office management; administration, human resources, finance/accounting and budget.

Desirable:

- Specialized knowledge of international organisations administrative and financial rules, procedures and practices is an asset. Legal background / knowledge are an asset.
- Willingness to reside full-time at the seat of the Secretariat, to move out of his/her own country and commitment to devote full time to the SEEHN Secretariat;

Experience:

- Essential: At least 3 years experience of which at least one at international level in office financing, accounting, management and general administration.

Languages:

- Essential: Fluent knowledge of English (both written and verbal);
- Desirable: Good knowledge of other European languages or languages of the 10 SEEHN countries

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;

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/s261b58967dc45c4b>

(3) Please apply by downloading and fulfilling the following form: <https://euro.sharefile.com/d/s99951f541ae48a0b>

(4) ONLY applications submitted on-line at e-mail: 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 24.000,00 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.