



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

Vacancy Notice No: 4

Title: Technical 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. The position of the Technical Officer aims to ensure technical support to the Director of the Secretariat and to the SEEHN policies, strategies and projects. This requires technical support in health policy development and planning, as well as project monitoring and evaluation, whilst building on the available institutional mechanism and capacities and the SEEHN partners. It also requires, in close liaison with the Director, continuous communication with all persons involved in the SEEHN, in particular the President, members of the executive board, ministries of health and professionals working at the regional development centres.

Objectives of the post:

The main objectives of the post are to:

- Provide technical support to the members of the SEEHN in developing policies, plans and actions building on the best available information and evidence.
- Maintain and improve technical standards in SEEHN policy development and implementation, and monitor outcomes.
- Ensure smooth coordination between members of the SEEHN and the partner organizations.

REQUIRED QUALIFICATIONS:

Education: Essential: University degree in Medicine or any health related field.

Desirable: Masters degree in Public Health.

Functional Skills and Knowledge:

- Knowledge and good understanding of public health and health systems policies in Europe;
- Knowledge and good understanding of the health, public health and health system problems of the SEE countries;
- Knowledge of the history and principles of working of the SEE Health Network;
- Knowledge of advocacy principles, especially in implementing health promotion/education campaigns;
- Capacity to produce advocacy materials, reports, and fact sheets for distribution.
- Good networking skills, especially capacity to maintain good relations with the key stakeholders and specifically the MoH;
- Excellent communication and networking skills.
- Organizational capacity e.g. to organize joint events with the key partners;
- Knowledge of monitoring and evaluation techniques, especially related to project implementation;
- Good self-starter, team worker and organizer. Enthusiastic and used to working in complex environments, good capacity at solving problems.
- Knowledge of basic IT programmes at the user's level (Microsoft Word, PowerPoint, Excel, Office, etc.)

Experience:

- Five years of experience in areas related to health systems development, health services delivery, and public 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:

- 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/s489646b8e0c4453a>
- (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 20.000,00 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.