

Executive Associate (CPCP) - (2403704)

Grade: G6
Contractual Arrangement: Fixed-term appointment
Contract Duration (Years, Months, Days): 1 year (duration subject to availability of funds, satisfactory performance and continuing need for the position)
Posting Date Apr 29, 2024, 6:33:51 PM
Closing Date May 14, 2024, 2:29:00 AM
Primary Location Iran, Islamic Republic of-Tehran
Organization EM_IRA WHO Representative's Office, Iran
Schedule Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

Job Title: Executive Associate (CPCP)

1. Generic Job Profile

This job profile is one of the Core-Predictable, Country-Presence positions for WHO country offices, systematized using objective criteria to strengthen WHO's strategic and operational presence in countries.

2. Job profile summary

The incumbent is responsible for the effective and efficient functioning of the office of the head of the WHO country office with full confidentiality in all aspects of work assignments, maintenance of protocol procedures, management of information flow and efficient follow-up on deadlines and commitments made.

3. Key duties and responsibilities

The incumbent will perform all or part of the following, and other related responsibilities as required by the needs of the office.

- Work under the direct supervision of the head of the WHO country office
- Ensure effective and efficient functioning of the office of the head of the WHO country office, exercising discretion and confidentiality for sensitive matters.
- Manage the supervisor's calendar, coordinating appointments and meetings, ensuring the exercise of due protocol with high-ranking officials.
- Make arrangements for the supervisor's travel and itinerary, preparing background materials, documentation, agendas, and briefing files.
- Manage the information flow of the office, reviewing, prioritizing, and routing all incoming correspondence, ensuring timely follow up action and responses.
- Proofread and quality assure the standard of outgoing correspondence for action/signature by the head of the WHO country office.
- Maintain up-to-date databases on official contacts for the head of the WHO office including contact information of Government Officials, members of the Diplomatic Corps, development partners, national institutions, United Nations system partners, intergovernmental organizations, nongovernmental organizations, donors, and other multilateral agencies.
- Prepare presentations, correspondence, reports and other official documents.
- Coordinate the secretarial and related administrative support services of the office, distributing special assignments, briefing and guiding new employees on administrative office procedures and WHO standards in official communication.
- Brief prospective candidates or new appointees on benefits and conditions of employment.

4. Recruitment profile

Core Competencies (mandatory)

- *1) Teamwork
- *2) Respecting and promoting individual and cultural differences
- *3) Communication
- *4) Producing results
- *5) Setting an example
- *6) Moving forward in a changing environment

Functional knowledge and skills

- Organizational procedures and standards in executive-office administration and communications.
- Implementation of office protocol arrangements in accordance with established standards.
- Ability to plan, organize and coordinate meetings, schedules and itineraries.
- Ability to research, analyse, and organize information for the preparation of reports and briefings.
- Ability to prepare working translations.
- Excellent communication skills including the ability to write/originate routine and non-routine correspondence and reports.

- Ability to evaluate and determine priorities and make recommendations for the supervisor's information flow and calendar.
- Ability to maintain effective client relationships and proactivity in servicing clients.

Educational qualifications

Essential: Certificate of completion of secondary or high school.

Desirable: Training in office administration.

Work experience

Minimum number of years' experience required: 8 years

Essential

Minimum of eight years of work experience relevant to the position (in general office or administrative work experience) including supervisory responsibilities.

Desirable

Administrative experience working in an international organization or setting, requiring frequent interaction with high level government, executive and other officials.

Language requirements

English 3 - Expert Overall Essential

Other language based on the duty station: Essential

Information technology and other skills

- Proficiency in computers and office software packages, handling of web-based management systems, enterprise resource planning (ERP) systems and Cloud Management

Enterprise System such as Workday

REMUNERATION

Remuneration comprises an annual base salary starting at USD 26,638 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

Additional Information

This vacancy notice may be used to fill other similar positions at the same grade level

Only candidates under serious consideration will be contacted.

A written test and/or an asynchronous video assessment may be used as a form of screening.

In the event your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net>. Some professional certificates may not appear in the WHED and will require individual review.

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and E-Manual.

The WHO is committed to creating a diverse and inclusive environment of mutual respect. The WHO recruits and employs staff regardless of disability status, sex, gender identity, sexual orientation, language, race, marital status, religious, cultural, ethnic and socio-economic backgrounds, or any other personal characteristics.

The WHO is committed to achieving gender parity and geographical diversity in its workforce . Women, persons with disabilities, and nationals of unrepresented and underrepresented Member States (<https://www.who.int/careers/diversity-equity-and-inclusion>) are strongly encouraged to apply.

Persons with disabilities can request reasonable accommodations to enable participation in the recruitment process. Requests for reasonable accommodation should be sent through an email to reasonableaccommodation@who.int

An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter (<https://www.who.int/about/who-we-are/our-values>) into practice.

WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of short-listed candidates.

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco

WHO also offers wide range of benefits to staff, including parental leave and attractive flexible work arrangements to help promote a healthy work-life balance and to allow all staff members to express and develop their talents fully

The statutory retirement age for staff appointments is 65. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

For information on WHO's operations please visit: <http://www.who.int>

Please note that WHO's contracts are conditional on members of the workforce confirming that they are vaccinated as required by WHO before undertaking a WHO assignment, except where a medical condition does not allow such vaccination, as certified by the WHO Staff Health and Wellbeing Services (SHW). The successful candidate will be asked to provide relevant evidence related to this condition. A copy of the updated vaccination card must be shared with WHO medical service in the medical clearance process. Please note that certain countries require proof of specific vaccinations for entry or exit. For example, official proof /certification of yellow fever vaccination is required to enter many countries. Country-specific vaccine recommendations can be found on the WHO international travel and Staff Health and Wellbeing website. For vaccination-related queries please directly contact SHW directly at shws@who.int.

In case the recruitment website does not display properly, please retry by: (i) checking that you have the latest version of the browser installed (Chrome, Edge or Firefox); (ii) clearing your browser history and opening the site in a new browser (not a new tab within the same browser); or (iii) retry accessing the website using Mozilla Firefox browser or using another device. Click this link for detailed guidance on completing job applications: [Instructions for candidates](#)

This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.