

Vacancy Notice No: SEARO/09/FT18

Date: 26 August 2009

Title: Director, Administration and Finance

Deadline for application : **25 September 2009**

Grade: D1

Duty Station: New Delhi India

Contract type: Fixed-term appointment

Organization unit: SEARO Regional Office for the South East Asia (SE/RGO) /

Duration of contract: Two years

SE/DAF Director - Administration & Finance (SE/DAF)

OBJECTIVES OF THE PROGRAMME :

To provide Region-wide support on the full range of administrative, financial and constitutional matters.

The incumbent is the chief adviser to the Regional Director in administrative matters, and is thus responsible for all functions within the Division of Administration and Finance, including Personnel, Budget, Accounts, Finance, Medical Supplies, General administrative and support services, and security and IT; provides advice on legal protocol and diplomatic matters.

Description of duties:

1. Exercises responsibility, in close coordination with the Deputy Regional Director and Director, Programme Management, for all administrative and financial aspects of the regular and extra-budgetary programmes of the Region;
2. As part of senior management, provides advice to the Regional Director on administrative and financial matters and on all matters relating to the security of WHO staff and dependants, as well as on WHO property within the Region;
3. Fosters close liaison and support to all units in the Regional Office and WRs' offices;
4. Undertakes regular and special studies and assignments, particularly regarding the management of the Regional Office and WRs' offices, and the development of improved methods and procedures;
5. Supports the preparation and submission to the Regional Director of the regional programme budget;
6. Contributes to and supervises the preparation of the Regional Committee in its logistic, as well as legal and constitutional aspects; same for sub-committees and regional advisory bodies;
7. Reviews project agreements, legal documents and contracts;
8. Provides advice and initiates required action on legal, protocol and diplomatic matters; and liaises with other U.N. agencies on administrative matters;
9. Exercises primary responsibility for working conditions, personnel matters including staff relations, incentives and disciplinary matters and implements the Regional Director's decisions thereon;
10. Provides advice and support on all non-technical aspects of WHO activities at the country level, including direct contact with WRs as required.
11. Supervises the operational functioning of the BFU, PER, ASU, ISM, SDL, RSP, FSU and MSU in the Regional Office and also provides guidance and supervision on administrative functioning of WRs' offices.

REQUIRED QUALIFICATIONS

Education:

Graduation from a recognized university with specialized training in public or business administration; or an equivalent to above.

Skills:

Thorough knowledge of administrative practices and procedures; ability to plan, direct and coordinate regional

administrative, budgetary and financial activities.

Desirable: Knowledge of WHO administrative policies and procedures. Knowledge of or practical experience in management skills.

Experience:

Extensive experience in supervisory and advisory functions at a senior level, preferably in more than one of the administrative areas concerned; and some experience in an international organization.

Desirable: Experience in a developing country.

Languages:

An excellent knowledge of English; a good knowledge of French will be an asset.

Annual salary: (Net of tax)

USD 91,206 at single rate

USD 98,674 with primary dependants

Post Adjustment: 32.8 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

A written test and interviews may be used as a form of screening

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: www.who.int/employment. The system provides instructions for online application procedures.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

Applications from women and from nationals of non- and under-represented member states are particularly encouraged.

Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual. Only candidates under serious consideration will be contacted.

Currently accepting applications

Off-line applications should be sent to:

Regional Personnel Officer
World Health Organization
Regional office for South-East Asia
I.P. Estate, Ring Road
New Delhi 110 002.
India
E-mail: perrec@searo.who.int



WHO has a smoke-free environment and does not recruit smokers or other tobacco users.