

## **Post Title: WHO Component Coordinator**

**Project: Open Communities – Successful Communities: Support to health, communal and social services in Serbian municipalities hosting migrants and refugees**

**Duty Station: Belgrade**

**Duration: 24 months – part time**

**The closing date for applications is 24 July 2017.**

**Interested candidates are requested to submit their application including CV to:**

[vuksanovich@who.int](mailto:vuksanovich@who.int)

## **Terms of Reference**

### **General Background of Project / Assignment**

The consortium of UN agencies, comprised of the United Nations Development Programme (UNDP) as the lead agency, with the World Health Organization (WHO), the United Nations Office of Project Services (UNOPS) and the International Organization for Migration (IOM) has been awarded implementation of the European Union funded Project ***Open Communities – Successful Communities*** ([EuropeAid/154350/DD/ACT/RS](#)).

The overall objective of the “Open Communities – Successful Communities” project is to encourage acceptance and increase understanding of issues that the migrants/refugees are facing. The project will work on building relationships between host communities and migrants/refugees and on improvement of communal infrastructure and health care system.

The Project components will be implemented through cooperation between participating UN agencies (UNDP, WHO, UNOPS and IOM), under the guidance of the Project Steering Committee. The Steering Committee will be chaired by the Ministry of Labor, Employment, Veterans and Social Affairs and comprised of the representatives of the Ministry of Health, the Serbian European Integration Office, the Commissariat for Refugees and Migration, the Delegation of the European Union to Serbia.

The Project will also have a Joint Operational Team (JOT), including representatives of the beneficiary institutions (the Ministry of Labor, Employment, Veterans and Social Affairs, Ministry of Health, Commissariat for Refugees and Migration and Serbian Euro-Integration Office) and of the Delegation of the European Union to the Republic of Serbia. The role of JOT is to review the needs of the local municipalities and cities affected by the migration, including through review of existing assessments, and organizing pending assessments and data collection to enable decision-making by the SC and the project implementation.

The Project activities will be implemented in the migration affected municipalities, including: Dimitrovgrad, Presevo, Sid, Subotica, Bosilegrad, Belgrade City, Sjenica, Tutin, Lajkovac, Loznica, Bujanovac, Pirot, Kanjiza,

Sombor, Kikinda, Vranje (the list might change as per the decision of the Project Steering Committee, in case of changes in the migration flows or the opening of new reception facilities).

World Health Organization will implement project component related to improvement of the quality, efficiency and accessibility of health-care systems and services in target municipalities to facilitate improved treatment of migrants and other vulnerable groups. The public health system in Serbia carried a very large burden of public health services during the refugee crises in 2015 and 2016 without renewal of resources. The aim of activities in this Component is to strengthen the capacity of health system to meet the health needs of refugees, migrants and host populations; promote immediate essential health interventions; ensure refugee and migrant-sensitive health policies; improve the quality of the health services delivered; and optimize use of health structures and resources in municipalities receiving these migrants/refugees.

WHO led component will comprise of:

- a) Provision of technical assistance to the Ministry of Health of Serbia and the local health system through assessments and policy dialog process
- b) Transfer of EU good practice – development of local contingency plans for response to the public health implications of sudden and large arrivals of immigrants
- c) Technical assistance to the Serbian Network of Institutes for Public Health to develop, disseminate and implement procedures for migrants/refugees linked to basic hygiene and health needs
- d) Procurement of equipment for local healthcare providers (primary healthcare centers, institutes of public health, Institute for Biocides)
- e) Development and implementation of health awareness raising activities among migrant/refugees and host community
- f) Development and implementation of cultural sensitivity and stress management trainings for primary healthcare professionals

## **1. Purpose and Scope of Assignment**

Under the general technical direction/management of the WHO Representative / Head of Country Office in Serbia WHO Component Coordinator will be responsible for the quality and cost-effective achievement of the outputs/deliverables as per WHO component of the Open Communities – Successful Communities Project. Specific tasks include:

- Supporting the work of the Joint Operations team (JOT) to review the needs of the local municipalities and cities affected by the migration, including through review of existing assessments and organizing pending assessments and data collection for the purpose of SC decision making and project activity implementation. Participates in regular meetings of the JOT and supports activities related to healthcare.
- Planning of all the WHO Component activities, including preparing and updating detailed activity work plans, procurement plans, personnel plans, communication action/visibility plans, security/travel plans etc., thereby ensuring adherence to established timelines.
- Determining on budgetary and financial allocation for the programme activities to ensure full implementation of the project and accountability along WHO regulations.
- Coordinate and/or undertake the implementation of planned activities under this project, including drafting of Terms of Reference, scope of services, facilitate advertisements, participate in evaluations as

appropriate, arrange meetings as required as part of project activities; perform training as necessary and prepare workshops and events.

- Perform liaison activities with the municipalities, institutes of public health and primary healthcare centers, ministries, other governmental bodies, NGOs and other civil society organizations related to component activities.
- Establish and maintain the appropriate partner network needed for achieving the targeted results. Maintain strong communication with partner organizations focal points and work closely with them in the field.
- Representing the programme to all relevant stakeholders and act when required as focal point.
- In cooperation with overall Project Manager, supporting and ensuring alignment of WHO activities with partner agencies (UNDP, UNOPS and IOM) to facilitate all are working in a unified and complimentary approach towards expected results that are mutually engaged in.
- Facilitating the appropriate use of procedures that ensure accountability, transparency and competitiveness in the procurement and contracting aspects of the project.
- Coordinating with consultants engaged during the project.
- Preparing summaries of the relevant documents and activities that may be required for awareness building, visibility or for the donor or interested parties.
- Provide narrative and financial reports on WHO implementation activities
- Perform other duties as assigned by WHO Country Office Head.

## **2. Monitoring and Progress Controls**

- Activities and progress are performed in line with the WHO Representative / Head of Country Office in Serbia recommendations and the prescribed work plan.

## **3. Qualifications and Experience**

### **a. Qualifications:**

- Master's degree in public health or in social sciences (political science, public or business administration, economics or related fields);
- Fluency in English and Serbian;
- Required excellent report writing capabilities in English and Serbian.

### **b. Work Experience:**

- At least 5 years of experience in managing/coordinating projects related to public health. Experience in support to local self-governments and local public health system in the Republic of Serbia is essential; including minimum 2 years of relevant experience in working on a EU-funded project
- Previous experience in working in the UN system would be considered an asset;
- Familiarity with the migration context in Serbia would be considered an asset.

### **c. Key Competencies**

- Excellent interpersonal skills and ability to communicate effectively, both orally and in writing;
- Excellent analytical and organizational skills;
- Clear ability to coordinate with team of consultants;
- Demonstrated experience in partnership building at national, regional and local level;
- Experience in public health and local governments;
- Ability to establish effective working relations in a multicultural team environment.