

Vacancy Notice No: PAHO/15/FT414

Date: 4 August 2015

Title: Center Director, Latin American and Caribbean Center on Health Sciences Information (BIREME)

Application Deadline: 2 September 2015

Grade: P5

Duty Station: Sao Paulo, Brazil

Contract type: Fixed-term Appointment

Organization unit: AM Americas (AM) /

AMCO Countries (AM_ACO)

Knowledge Management Bioethics and Research/Latin

American and Caribbean Center on Health Sciences

Information

Duration of contract: Two years, first year probationary period.

OBJECTIVES OF THE PROGRAMME :

The Office of Knowledge Management, Bioethics and Research (KBR) is under the Office of the Assistant Director and has 3 technical projects and one specialized center, the Latin American and Caribbean Center on Health Sciences Information (BIREME). The Office focuses on: strengthening knowledge management practices, providing access to health information and knowledge, promoting bioethics, and creating an enabling environment for the strengthening of national research for health systems, and the use of evidence for informed decision making in health. BIREME's objective is the promotion of technical cooperation in scientific and technical health information with the countries and among the countries of the Region, aiming to develop the means and the capacities for the provision and the equitable access to the relevant and up-to-date scientific and technical health information, rapidly, efficiently and at adequate costs.

Description of duties:

Under the general supervision of the Assistant Director (AD), and the direct supervision of the Director, Knowledge Management, Bioethics and Research (KBR), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Provide technical, policy, strategic and programmatic advice for the implementation of the Latin American and Caribbean Center on Health Sciences Information (BIREME)'s technical cooperation program of work; manage, plan, organize, execute and monitor the Center, within the scope of PAHO/WHO Strategic Plan and Biennial Work Plans its strategic activities of Technical Cooperation with the Members States and of the Center's core mandates, in coordination and convergence with KBR's program of work to accomplish the mission, objectives and functions in technical cooperation, standardization, training, research and operation of methodologies, technologies, products, services and events on scientific information, knowledge management and scientific communication for health;
- b) Manage, plan, implement and monitor the technical cooperation programs and activities with the Brazilian Government on health sciences information, evidence-based information, knowledge management and scientific communication, in coordination with the PAHO/WHO Office in Brazil and within the Country Cooperation Strategy (CCS) framework;
- c) Contribute to developing strategic networks and horizontal links and communication channels with national institutions and with the internal technical entities of PAHO to identify and support strategic information needs, provide support on specialized scientific searches needed and disseminate evidence-based information to sustain the technical cooperation of the Organization;
- d) Develop strategic and technical relationships with the peers, entity managers and stakeholders in the countries of the Americas and in other WHO Regions;
- e) Promote the development, strengthening, expansion and innovation of information and knowledge translation and knowledge management with specific focus, but not limited to, evidence-based information resources and web-based systems for decision making processes through decentralized national and thematic networks of health related knowledge centers, libraries, documentation and information units, editors and publishers to improve the cooperative gathering, indexing and dissemination of health sciences literature produced at local, national and regional levels;
- f) Lead regular planning and assessment exercises to report metrics, progress and results of BIREME's activities at different levels of the Organization and with Member States in support of the strategic programs' technical cooperation;

- g) Mobilize external funded resources for specific projects in BIREME to advance and strengthen its' development and IT capabilities to be able to deliver up to date services to users;
- h) Cooperate with governments of Member States in the design, planning, and execution of proposals for soliciting external financing for activities related with health sciences information, knowledge translation and knowledge management, research and scientific communication, in coordination with PAHO Country Offices (Country Cooperation Strategies) and the Regional Office;
- i) Oversee negotiation and approve projects, contracts and agreements with suppliers, distributors, federal and state agencies, and other national and regional organizational entities related to the mission of BIREME.
- j) Establish contingency and business continuity plans for the Center; ensure that relevant staff is knowledgeable and trained accordingly;
- k) Manage the Center within the delegation of authority and within the Organization's policies, programs and administrative rules and procedures, including, personnel, facilities and equipment;
- l) Identify, promote, establish, maintain, and coordinate liaison across the Organization, within WHO, with other United Nations organizations, the Inter-American System and with other partners in order to maximize programmatic integration, efficiency and effectiveness;
- m) Plan, coordinate and evaluate the preparation of reports and scientific articles regarding all aspects of the Center's work; monitoring and ensure their accuracy and technical soundness prior to public release; promote, support and develop evidence-based interventions;
- n) Preside over the scientific, ethics, and publications review panels at the Center;
- o) Act as the Secretariat to the Advisory Committees for BIREME;
- p) Coordinate the Center's relationship and work with the host country national authorities in coordination with the PAHO/WHO Representative, Brazil; represent the Organization, and the Center at national and international meetings;
- q) Identify possible sources of supplementary funds; prepare formal requests for research or program grants and other extra budgetary projects; mobilize human, political and financial resources to strengthen the areas of work under his/her responsibility;
- r) Develop, define in coordination with the Assistant Director, KBR, the establishment of the objectives, strategy, plan and budget of the Center; ensure that the strategies and objectives are aligned with the Organization's mission, vision, values, policies, strategies, business needs and priorities in order to ensure continuing operations and maximize results; ensure that results and products delivered are aligned with the Organizational Strategy and make significant contributions with the Expected Results and Strategic Objectives;
- s) Provide leadership, guidance and monitoring of supervised staff. Define in coordination with the Director, KBR, the Center's personnel component including the organizational structure, competencies and terms of reference. Initiate and recommend approval of personnel actions for all Center's staff and assure guidance and monitoring of staff through setting clear work objectives, use of performance reviews and feedback mechanisms, regular communications, and solving interpersonal or technical conflicts. Monitor the competencies of the staff to ensure optimal performance and staff development; support learning and understanding of PAHO's organizational culture and contribute to transferring and strengthening it within the Center's operation plans;
- t) Monitor workloads to ensure equitable distribution of work and maintain job satisfaction, efficiency and output; and follow up on any deviation of work results from objectives;
- u) Lead the process of updating the Center's personnel policies and regulations and salary scales, in consultation with the Office of Legal Affairs (LEG) and Human Resources Management Department (HRM);
- v) Provide a stable managerial framework that demonstrates credibility, trust and value to Member States, clients and donors, while optimizing staff performance;
- w) Promote a culture of ethical behavior and integrity in accordance with the Organization's Code of Ethical Principles and Conduct in order to ensure a culture of respect, responsibility, accountability, and compliance;
- x) Direct and participate in the development of policies and their implementation and provide authoritative advice in relation to policy and procedures under the areas of responsibility;
- y) Perform other related duties, as assigned.

REQUIRED QUALIFICATIONS

Education:

Essential: A medical or bachelor's degree in health sciences and a master's or doctoral degree with emphasis on knowledge management/transfer, knowledge communication, information systems or related fields from a recognized university.

Desirable: Formal training in knowledge translation and communication methodologies and in the use of emerging technologies and methodologies for knowledge management and scientific communications in public health would be an asset.

In the event that 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/>

Skills:

Key Behavioral Competencies

Intra-institutional Action: Displays, through leadership and decisions, understanding of the political systems and underlying drivers. Plans and evaluates both unit and individual results to achieve the PAHO's mission. Requires that projects be grounded in scientific evidence and that they be consistent with PAHO's vision, mission and values, and appropriate for the setting in which they will be carried out. Demonstrates a full commitment to the mission and values of the Organization by aligning the area of work with the strategic direction of the Organization. Behaves consistently in accordance with the Code of Ethics of the Organization.

Communication: Instills a culture that encourages effective communication in multicultural environments. Models effective dialogue that seeks all opportunities of conversation with key players by displaying or underlying drivers. Seeks to align the area of work with a strategic direction of the organization by displaying underlying values.

Analysis, Synthesis and Forecasting: Leads one's area toward a culture of decision-making that is based upon objective analysis of situational evidence and application of previously acquired knowledge. Provides oversight in the verification process that targets how area of work takes action in situations that will require future intervention, based on ongoing analysis. Presents solutions evaluating the advantages and disadvantages of each option. Is capable of anticipating the implications of an analyzed situation for two years or more.

Performance Management: Evaluates the performance of subordinates in terms of the organizational strategy, provides feedback offering measurable suggestions and promotes their professional development. Develops and implements realistic and achievable work plans—including tasks, priorities, resources and schedules. Adjusts goals and courses of action to meet changing needs. In a systematic way develops people through demanding and challenging projects utilizing each employee's competencies. Effectively uses the Organization's official performance evaluation processes and systems. Uses a regular evaluation system. Provides constant and positive feedback to focus development efforts.

Teamwork: Develops a high performing team in one's operational area and also encourages teamwork across the Organization. Establishes and models the standard for teams and teamwork. Provides significant contributions when participating in internal and external work teams. Initiates and leads mutually beneficial productive interpersonal relationships based on trust, both inside and outside the Organization.

Accountability: Develops a culture that utilizes accountability strategies at all levels and activities, processes, and functions in one's area. Oversees the development and required dissemination of appropriate reports on the monitoring of interventions in terms of partial and final results, as well as all the activities of one's area.

Knowledge Management: Systematically seeks and disseminates knowledge that can serve as evidence, lessons learned, and good practices within a particular area and the Organization as a whole. Encourages a culture where more experienced professionals share their knowledge within the Organization, letting others learn, create the best criteria and reinforce their knowledge.

Thinking, planning and the strategic management of technical cooperation interventions: Evaluates the ideas for interventions in terms of their potential for change and transformation before deciding to execute them. Follows the Organization's strategy in executing technical cooperation interventions in order to generate expected results.

Resource Mobilization: Establishment of an internal culture that supports the organization's strategic direction program of work and the organizational results to enable effective resource mobilization. Supports and makes all efforts to increase the level of resources that are considered necessary for operations. Is capable of negotiating with different types of organizations. Uses the financial and non-financial resources with objectivity.

Technical Expertise

Technical: Extensive expertise at a senior decision-making level in particular in managing complex public health information programs/systems and new concepts on information and knowledge management at both national and international levels. Wide and varied knowledge of public health information sources and systems, including innovative use of new technologies and methodologies; monitoring and performance assessment in the health or social sector, and disciplines related to strategic planning. Expertise in research and knowledge translation projects or studies related to health information and knowledge management, evaluation of information use and impact in public health decisions and interventions.

Managerial: Extensive expertise in senior, progressively responsible positions in the management of a large public or private administration of administrative and technical matters requiring sensitive negotiation, and high level intervention. Demonstrated ability to provide professional leadership to strategic, organizational, managerial and analytic work in health; resourcefulness, initiative, highly developed judgment and interpersonal skills to deal with difficult situations and sensitive areas. Must further possess a recognized capacity to lead, strategize, and supervise by persuasion and through consensus building. Courtesy, tact, sensitivity to manage confidential information, and ability to establish and maintain effective working relations with people of different professional levels, discipline, nationalities, and cultural background.

Administrative: Skills in resource mobilization (including fundraising and partner collaboration) and financial management for the delivery of expected results.

IT Skills

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint and Outlook. Demonstrated understanding of and experience with scientific, web-based and open source information systems as well the ability to operate desktop, web related applications and knowledge management technologies and methodologies.

Experience:

Essential: Thirteen years of combined national and international experience in the management, operation and technical cooperation on scientific information, research, knowledge management and evidence-based scientific communication programs, products and services concerned with public health, international cooperation and public health services.

Languages:

Very good knowledge of Portuguese or Spanish with a proficient working knowledge of English. Knowledge of French would be an asset.

Additional Information:

PAHO OFFERS AN ATTRACTIVE COMPENSATION PACKAGE INCLUDING AN ANNUAL NET SALARY AND POST ADJUSTMENT, WHICH REFLECTS THE COST OF LIVING IN A PARTICULAR DUTY STATION AND EXCHANGE RATES (SUBJECT TO MANDATORY DEDUCTIONS FOR PENSION CONTRIBUTIONS AND HEALTH INSURANCE). OTHER BENEFITS INCLUDE: 30 DAYS ANNUAL LEAVE, DEPENDENCY BENEFITS, PENSION PLAN AND HEALTH INSURANCE SCHEME. BENEFITS FOR INTERNATIONALLY RECRUITED STAFF MAY INCLUDE HOME LEAVE, TRAVEL AND REMOVAL EXPENSES ON APPOINTMENT AND SEPARATION, EDUCATION GRANT FOR DEPENDENT CHILDREN, ASSIGNMENT GRANT AND RENTAL SUBSIDY.

CANDIDATES APPOINTED TO AN INTERNATIONAL POST WITH PAHO ARE SUBJECT TO MOBILITY AND MAY BE ASSIGNED TO ANY ACTIVITY OR DUTY STATION OF THE ORGANIZATION THROUGHOUT THE WORLD.

ALL APPLICANTS ARE REQUIRED TO COMPLETE AN ON-LINE PERSONAL HISTORY FORM TO BE CONSIDERED FOR THIS POST.

CANDIDATES WILL BE CONTACTED ONLY IF THEY ARE UNDER SERIOUS CONSIDERATION. A WRITTEN TEST AND/OR INTERVIEW WILL BE HELD FOR THIS POST. THE POST DESCRIPTION IS THE OFFICIAL DOCUMENTATION FOR ORGANIZATIONAL PURPOSES.

Annual salary: (Net of tax)

US\$ 81,704.00 at single rate

US\$ 87,948.00 with primary dependants

Post Adjustment: 58.4 % 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.

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

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.

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

This vacancy is shown for viewing only. It is not currently open for applications



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