

Vacancy Notice No: EMRO/09/TA252

Date: 29 October 2009

Title: National Coordination and Information Officer  
(Gaza)

Deadline for application : **19 November 2009**

Grade: NO-A

Duty Station: Gaza

Contract type: Temporary appointment

Organization unit: EM Eastern Mediterranean (EM)  
WHO Office in Jerusalem; Division of the Assistant  
Regional Director (ARD); Emergency and  
Humanitarian Action (EHA)

Duration of contract: Temporary appointment for 3  
months

## OBJECTIVES OF THE PROGRAMME :

The objective of the programme is to strengthen coherence and increase harmonized actions in the health sector through promoting health strategies and priority interventions for emergency response that are evidence based, effective and appropriate to the needs of the population in the occupied Palestinian territory.

### Description of duties:

- Collect and analyze data relevant to the ongoing public health crisis in the area, providing high quality information (health in disaster/emergency settings) to inform relevant stakeholders and the assistance community and to produce reports and documents such as the monthly monitoring report and other situation reports as appropriate;
- Support the production and dissemination of materials related to key public health issues and humanitarian needs in the ongoing emergency situation;
- Collect and compile data on activities of various WHO programs within Gaza Office and raise them to WHO Head Office on a weekly basis;
- Compile monthly reports on referral of patients outside Gaza for monitoring purposes;
- Share information with other relevant organizations and contribute in the advocacy activities related to patients rights' and access;
- Support the Health Cluster Coordinator in activities such as : organizing meetings, taking minutes, disseminating information, conducting field visits, and providing related information necessary for the Health Cluster Bulletin;
- Represent the Health Cluster Coordinator in meetings conducted in Gaza in his absence and at times of need, and provide feedback;
- Support the program of improving quality of care in Gaza MOH hospitals, by contributing in and facilitating activities related to coordination, assessment, monitoring and capacity building as needed;
- Ensure consistency of the data compiled in WHO country office through quality control and source verification.

## REQUIRED QUALIFICATIONS

### Education:

Essential: University degree in a health related field

Desirable: Post graduate degree in public health

### Skills:

- 1- Communicating in an credible and effective way
- 2- Producing results
- 3- Moving forward in a changing environment

Functional skills:

- 1- Demonstrated capacity in collecting, compiling and analyzing data and information related to health and human development
- 2- Strong interpersonal skills and emotional intelligence, gender sensitivity and understanding of cultural diversity issues;
- 3- Demonstrated ability to work in a team with a capacity to work under pressure and with a high degree of independence;
- 4- Computer literacy: high proficiency in Excel, Word, Database Management;
- 5- Knowledge on website management is an asset.

Experience:

Essential: At least 2 years of relevant professional experience in public health preferably related to humanitarian assistance in crisis.

Desirable: Experience in developing and implementing information management strategies aimed at reaching multiple stakeholders

Languages:

Excellent knowledge of Arabic and English.

Additional Information:

This position is subject to local recruitment.

Applicants are kindly requested to pay attention to the screening questions as they will be used to screen out unqualified candidates.

Only qualified applicants with the relevant experience will be considered.

A written test/presentation and interviews will be used as a form of screening. The written test might be used as an eliminatory tool.

Monthly salary: (Net of tax)

New Israeli Shekels 11 870 at single rate

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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](http://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.

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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.

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Currently accepting applications



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