



Executive Committee of the South-eastern European Health Network (SEEHN)

Vacancy Notice No: 1

Title: Administrative Officer, Secretariat of the SEEHN

Date: 28 February 2015

Application Deadline: 15 March 2015

Duty Station: SEEHN Secretariat, The former Yugoslav Republic of Macedonia

Purpose of the post:

The SEEHN secretariat is a new institution of the Network that will take over the functions of providing technical, managerial and administrative support to the activities of the Network. Under the supervision of the Technical Officer and the Director of the Secretariat, the incumbent of the post is responsible for the efficient management of the administrative and operational functions involved in the day-to-day running of the Secretariat of SEEHN and the optimal utilization of financial and human resources.

Objectives of the post:

- To ensure efficient and continuous administration and operation of the SEEHN secretariat.
- Implement the SEEHN operational plans agreed at the plenary meetings of the network, within a road map of activities.
- Ensure timely reporting to the Network and the Executive Committee on program implementation activities.

REQUIRED QUALIFICATIONS

Education:

Essential: University degree in public or business administration or a related field, or equivalent in training and self-study.

Desirable: Qualifications in management or health services administration, experience in WHO activity, or in other international organizations, and in SEEHN activity.

Functional Skills and Knowledge:

Essential: Sound knowledge of office management, administration, human resources, finance/accounting and budget.

Desirable:

- Specialized knowledge of international organisations administrative and financial rules, procedures and practices is an asset. Legal background /knowledge are an asset.
- Willingness to reside full-time at the seat of the Secretariat, to move out of his/her own country and commitment to devote full time to the SEEHN Secretariat;

Experience:

- Essential: At least 3 years experience of which at least one at international level in office management and general administration.

Languages:

- Essential: Fluent knowledge of English (both written and verbal);
- Desirable: Good knowledge of the languages of the 10 SEEHN countries and other European languages

Residency

Willingness to reside full-time at the seat of the Secretariat, to move out of his/her own country (as appropriate) and commitment to devote full time to the SEEHN Secretariat;

Additional information:

(1) Only applications from nationals of the ten SEEHN countries (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Israel, Montenegro, Republic of Moldova, Romania, Republic of Serbia and the former Yugoslav Republic of Macedonia) will be accepted.

(2) You can download the full information about this position on: <https://euro.sharefile.com/d/sabbff23238240cc8>

(3) Please apply by downloading and fulfilling the following form: <https://euro.sharefile.com/d/s99951f541ae48a0b>

(4) ONLY applications submitted on-line at e-mail: SEEHNrecruitment@euro.who.int will be accepted. If you do not receive an automatic e-mail within 48 hours confirming receipt of your application, you should re-send your application.

Total Annual salary (tax included): starting from EUR 14.000,00 per year. In accordance with standard policies of international organizations, the base salary is supplemented by a **post adjustment** to adjust for the cost of living in the duty station.