LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

PROGRAMME OFFICER (NO-A)

Organizational Unit: United Nations University-International Institute for Global Health (UNU-IIGH)

Reference Number: 2017/UNU/IIGH/FTA/PO/91

Applications to:

By Post: Director
United Nations University-International Institute for Global Health
HUKM Complex
Jalan Yaacob Latiff
Bandar Tun Razak, Cheras
56000 Kuala Lumpur

By Fax: 03 9171 5402

By Email: recruit.iigh@unu.edu

(All applications will be acknowledged)

Closing Date: 2 months from VA date

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

United Nations University-International Institute for Global Health:

The UNU-IIGH undertakes research, teaching and capacity development and dissemination of knowledge related to key issues of human health. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. The UNU-IIGH’s research and capacity building in global health
relates specifically to informing the policy debates and directions that ensure that in keeping with the Sustainable Development Goals (SDGs) “no one is left behind”.

We are looking for outstanding individuals with a strong commitment to customer service and the potential to bring a significant contribution to the worldwide expansion of UNU’s operations

For more information please visit http://iigh.unu.edu

Responsibilities:

The Programme Officer will support the Directorate of UNU-IIGH in the overall management, coordination and implementation of its activities, as well as in the programme and institutional development of the Institute. The Programme Officer’s responsibilities will include, but not be limited to:

- Primary accountability for the management of projects and coordination of reporting timelines and outcomes;
- Identification and sourcing of project resources including monitoring of agreements with external partners and funders;
- Establish systems to lead and manage project / programme teams with a focus on timely and efficient project delivery;
- Identify programmatic risks and establish effective controls and mitigation strategies;
- Ensure compliance of programmes with national and UN regulation;
- Coordination of reporting and contributions to other internal UNU processes, including the annual reports of IIGH;
- Provide support in the strategic management of the programmes of the Institute;
- Provide support in the drafting of project proposal, presentations, summaries and other documentation related to the work of the institute;
- Organize the meetings of the UNU-IIGH advisory board and manage all related documentation;
- Organize international seminars, conferences, training courses and other events;

Minimum Qualifications and Experience:

- Advanced university degree (Masters or equivalent) in public health, health policy, international development or other disciplines related to the mission or activities of the Institute.
- At least three (3) years of project management experience at progressively higher levels of responsibilities, preferably in an academic institution, research think-tank, international organization or NGO.
- Excellent communication skills, including writing, editing and preparing documents.
- Evidence of organizational skills, preferably in a research or higher education field.
- Ability to work in a multicultural environment
- Fluency in spoken and written English and proficiency in Bahasa Malaysia

Highly desirable

- Knowledge of the United Nations and of its functions and activities.
- Experience of policy-focused research and publications.
- Strong IT skills and experience of MS Office software
- Knowledge of one of the other official languages of the United Nations
Remuneration:

Remuneration will be commensurate with qualification and experience per suitability of candidates and start at the NO-A level of the National Professional Officer salary scale for Malaysia duty station in the United Nations Common System salary scale, plus benefits. For more information, please visit http://www.un.org/depts/OHRM/salaries_allowances/salaries/malaysia.htm.

The Rector reserves the right to appoint a candidate at a level below the advertised post.

Duration of Contract:

This is a full-time position. The initial appointment will be for a period of two (2) years with the possibility of renewal on a rolling fixed-term appointment basis, subject to requirement and satisfactory work performance. The mandatory age of retirement for United Nations staff is 65 years.

This is a locally recruited position; no relocation expenses or allowances apply.

UNU-IIGH is an equal opportunities and diversity employer and is committed to a workplace that reflects the values of diversity and inclusivity embodied by the United Nations. Applications from women are strongly encouraged.

Starting Date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by email to: recruit.iigh@unu.edu and must include the following:

- a cover letter setting out: (1) the motivations for applying for the post, and (2) how the candidate’s qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History (P.11) form downloadable from UN website. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three referees and
- an indication of the reference number of the vacancy announcement 2017/UNU/IIGH/FTA/PO/91.