VACANCY ANNOUNCEMENT

POLICY OFFICER
(Consultant Contract - CTC)

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

Reference Number: 2017/UNU/IIGH/CTC/114

Applications to:

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

By Email: recruit.iigh@unu.edu

Closing Date: Open until position is filled

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

UNU-IIGH undertakes research, teaching and capacity development and dissemination of knowledge related to key issues of human health. It aims to contribute to the development and strengthening of health policy frameworks and management actions, particularly for people in developing countries, and to support implementation of preventive and promotive approaches to human health. UNU-IIGH embraces an eco-social view of health that recognizes its origins in ecological, economic and social contextual factors, and adopts a systems approach to understanding and addressing health challenges. For more information please visit http://iigh.unu.edu

Project: Salud Urbana en America Latina (SALURBAL)

The SALURBAL project, operated out of the Drexel University Dornsife School of Public Health, brings together researchers from 10 Latin American countries, two UN Agencies, and other partners to explore factors that influence health in Latin American cities. It focuses on comparative analysis of urban risk factors, policy evaluation, and systems modelling of selected urban health challenges. A critical element of SALURBAL is its focus on policy-relevant outputs and engagement.
Responsibilities:

Under the supervision of the UNU-IIGH Director and Project Lead, the Policy Officer will:

- Contribute to planning and execution of regular policy briefs on issues of relevance to the SALURBAL project;
- Contribute to the planning and execution of an annual Knowledge-to-Policy Forum in Latin America;
- Participate in and, as appropriate, lead other relevant SALURBAL policy-related efforts, including stakeholder and network mapping, policy-related reviews, analysis and planning;
- Represent SALURBAL policy efforts at relevant regional and global meetings;
- Liaise regularly with project partners at the Economic Commission for Latin America and the Caribbean, contributing to ensure that knowledge derived from SALURBAL enters regional policy processes;
- Regularly communicate with the SALURBAL Policy Working Group and Drexel-based Communications and Outreach Specialist to plan, coordinate and execute activities;
- Report to and communicate regularly with UNU-IIGH SALURBAL project leadership;
- Engage with country focal points and teams, maintaining awareness of current efforts and of locally-relevant policy makers.

Required Qualifications and Experience:

- Doctoral degree in a relevant discipline (e.g., urban health, urban planning, public health, public policy)—exceptional master’s-level candidates will also be considered;
- Experience with policy engagement and analysis in Latin America;
- Familiarity with regional issues in urban health and with the UN 2030 Agenda for Sustainable Development;
- Fluency in English and Spanish. Candidates also fluent in Portuguese are strongly preferred;
- Event coordination experience;
- Exceptional interpersonal communication skills;
- Demonstrated organizational capacity;
- Ability to manage workloads efficiently and on time;
- Professional work approach and sense of responsibility;
- Ability to be effective with minimal supervision.

Duration and terms of contract:

This is a part-time consulting contract (CTC) position with UNU-IIGH for (12) months, with the possibility of renewal subject to satisfactory work performance. Work hours are flexible, and the policy officer will be based in Latin America, with the exact location to be arranged with the selected candidate.

This is not an international recruited post and no relocation allowances apply. Will be employed under a local contract and will not be a ‘staff member’ as defined in the UN Staff Rules and Regulations.

Starting date: As soon as possible.

Application Procedure:

Interested applicants should submit their applications, preferably by e-mail, to recruit.iigh@unu.edu. Applications must include the following:

- a cover letter explaining how their qualifications and experience match the requirements of the position;
- a curriculum vitae with a completed and signed UNU Personal History (P.11) form downloadable from UNU website. Please avoid using similar forms provided by other United Nations Organizations;
- a short (1-2 page) writing sample demonstrating the applicant’s ability to produce high-quality scientific text in English.

The application should indicate the reference number (2017/UNU/IIGH/CTC/114) of the vacancy announcement.