

---

# Junior Professional Officer Assignment and Candidate Profile Form

## PART I: INFORMATION ABOUT THE ASSIGNMENT

### Title

Advocacy, Communications and Partnerships Officer

### Duty Station:

WHO Country Office Namibia  
UN House, 2<sup>nd</sup> floor  
38. Stein Street  
Klein Windhoek  
P. O. Box 3444  
Windhoek, NAMIBIA

### Programme/Department

WHO Country Presence

### Objective of the WHO Programme/Department:

WHO Country Office in Namibia is committed to providing leadership on matters critical to health and engaging in partnerships with relevant donors and institutions, and contributes to improve the health status of Namibians. This is achieved essentially through provision of technical support and strengthening institutional capacity; stimulating the generation, translation and dissemination of valuable knowledge; monitoring the health situation and assessing health trends, in close collaboration with UN Agencies and partners.

### Assignment Summary:

The incumbent will be part of the WHO Namibia team and will contribute to strengthen the Country Office advocacy and communications activities and support partnership coordination and resource mobilization efforts, project management and donor reporting.

### Duties, Responsibilities and Output expectations

Under the direct supervision of the WHO Representative, the JPO will contribute to WHO's communication and advocacy efforts, improved visibility and strengthened coordination with partners. More specifically, the incumbent will:

- Provide sound advice and analytical inputs that contribute to strengthening institutional relations with partners;
- Support organization of meetings, seminars and high level WHO events on high priority public health issues and health partner coordination meetings;
- Identify partnerships and resource mobilization opportunities;
- Assist in developing resource mobilization proposals, assist in the monitoring of projects, preparation of financial and donor reports;
- Conduct adequate research and write articles, reports, newsletters, update web and social media content, ensuring that the material is accurate and posted/published in a timely manner;
- Collaborate in editorial processes for the production of publications, IEC and training materials, monitoring the work of designers, printers, etc., ensuring that the material produced is of the highest technical quality and excellence;
- Design and execute actions to support the Ministry of Health and Social Services in information management and public communication;
- Perform other duties as assigned.

### Supervisor:

Dr Magda Robalo Correia e Silva  
WHO Representative  
WHO Country Office  
Windhoek, Namibia

## **PART II: CANDIDATE PROFILE**

### **Qualifications and Experience:**

#### **Education:**

Minimum:

Advanced degree in communications, journalism, arts or related discipline

Desirable:

Advanced degree in Public Health or International relations

#### **Work experience:**

Minimum:

At least two years' experience in advocacy, communications and partnership building, project management, public relations, international relations

Desirable:

Experience in grant-writing and in working with an international organization will be an asset

#### **Skills required for the assignment:**

Minimum:

Excellent knowledge of English (writing, speaking)

Excellent writing and oral communication skills

Analytical skills

Strong networking and relationship building skills

Interpersonal and team work skills

Computer skills

Desirable:

Dependability; Initiative; Innovation

Experience developing web content and use of social media

Ability to multi-task

#### **WHO competencies required for the assignment:**

- Knowing and managing yourself
- Communicate in a credible and effective way
- Producing results
- Respecting and promoting individual and cultural differences
- Building and promoting partnerships across the Organization and beyond

### Learning objectives of the JPO during this assignment

Upon completion of the assignment, the JPO will have / be able to ...

#### Achieving the learning objectives

	<b>Learning Objective</b>	<b>Training Components</b> ( <i>Indicate training / learning activities, based on which objective can be achieved</i> )	<b>When?</b> ( <i>indicate when the activity will take place</i> )
1.	Familiarization with and understanding of WHO mandate and work, in particular WHO's role at country level.	On-the-job training; participation in WHO projects and interactions with WHO's partners at country level.	Throughout the assignment
2.	Knowledge of communicating and advocating for global health issues.	On-the-job training; peer learning; online courses	Throughout the assignment
3.	Writing skills for the purpose of proposals, reports, newsletters, web content and other publications	On-the-job training; WHO online courses in writing skills;	Throughout the assignment
4.	Analytical and research skills with a particular focus on research mobilization	On-the-job training; peer learning	Throughout the assignment

The progress towards achieving the objectives will be evaluated annually by the JPO together with the first and second level supervisors. Achievement will be against WHO's Performance Management and Development System (PMDS).

Signature: \_\_\_\_\_  
First level supervisor

Signature: \_\_\_\_\_  
WR/ Regional Director  
Programme Manager/Director

Date: \_\_\_\_\_