CALL FOR EXPRESSION OF INTEREST:
PROJECT SUPPORT AIR POLLUTION & HEALTH

Background:
In many countries, air pollution is the most important environmental determinant of health. The World Health Organization (WHO) estimates that about 7 million premature deaths are attributed annually to the effects of ambient and household air pollution. Evidence on the risks related to air pollution is a fundamental part of the assistance provided by WHO to enable its Member States to address environmental determinants of health. Such evidence is also relevant in WHO’s support to implementation of the Global Plan of Action on noncommunicable diseases, in addressing childhood pneumonia, and in guiding sustainable development and climate change policies to promote and protect public health.

As part of the World Health Assembly resolution on “Health and the environment: addressing the health impact of air pollution” adopted in 2015 (WHA68.18) and the resulting “Road Map for an enhanced global response to the adverse health effects of air pollution” as it was agreed by the World Health Assembly in 2016 (WHA69), the WHO Department of Environment, Climate Change and Health (ECH) aims to address the urgent public health need to respond to the effects associated with air pollution.

The Air Quality and Health (AQH) unit, of the Department of Environment, Climate Change and Health, objective is to promote health sector intervention for air pollution, as well as interventions in economic sectors (e.g. housing, transport, energy) that reduce environmental health risks, promote better health, and optimize the health co-benefits of sustainable development /climate change mitigation policies. AQH’s activities include informing policymakers and the broad public on the extent of population exposure to and health impacts from poor air quality – indoor and outdoor– and strengthening the health sector with knowledge and tools to engage with other sectors and respond to air pollution-related health effects.

WHO is establishing the Global Air Pollution and Health – Technical Advisory Group (GAPH-TAG), which to support WHO’s activities related to health impacts assessments, reporting and monitoring on air pollution-related Sustainable Development Goals (SDG) indicators and evidence-based interventions for air pollution.

For the coming year, WHO will be leading and coordinating a number of activities with the GAPH-TAG, producing several technical, communication and capacity building products related to air pollution and health, as well as hosting a set of webinars and online training tools to support countries (and more specifically the health sector) in addressing the health effects of air pollution and related data.

1. Planned timelines (subject to confirmation)
ESTIMATED TIME NECESSARY: 12 MONTHS @ 100%
ESTIMATED DURATION/PERIOD: JULY 2021 TO JUNE 2022
Note that due to administrative constraints, the contract will be divided in two part (July-December and January-June).
Work to be performed

Working closely with WHO staff, the incumbent will support the implementation of ongoing and planned activities of the AQH unit, as outlined below:

- Prepare and format terms of reference and draft contracts related to communications and productions aspects of key products for the SDG Indicators, desert dust and health, health sector training material on air pollution and health, and the WHO Air Quality Guidelines.
- Provide inputs and editorial support for the design and layout of technical and capacity building products, including searching for relevant images for production, verifying any copyright issues with images or figures used, and other publication related issues.
- Support the preparation of reports to donors on by elaborating technical text, and formatting in alignment with reporting specifications, and ensuring other reporting requirements are met.
- Support correspondence and administrative arrangements associated with the finalization and online delivery of the health sector training material on air pollution and health.
- Support correspondence and participation in expert groups meetings of the GAPH-TAG and those related to the capacity building material, and other meetings such as the Clean Air Day.
- Facilitate administrative arrangements for the unit and online webinars on the updated WHO Air Quality Guidelines, health sector training material and SDGs air pollution and health and health linkages. Responsibilities would include setting up the platform, ensuring registration of participants and other logistical aspects of webinar hosting (e.g. recording, break-out groups etc), slide preparing and compilation as well as note-taking as needed.

2. Specific requirements

- Qualifications required:
  - First-level University degree

- Experience required:
  - Minimum of 3 years of work experience in the position of a project officer or similar administrative function
  - Experience in supporting documentation production processes (i.e. editing, layout) and publication coordination
  - Experience in planning and coordinating meetings, conferences and/or workshops involving international stakeholders, both virtual and face to face
  - Extensive experience in proposal preparation and donor reporting, including associated administrative processes
  - Desirable: experience working for an international organization (i.e. UN or related organization) and/or health research projects

- Skills / Technical skills and knowledge:
  - Excellent project management and administrative skills
  - Excellent intercultural skills
  - Excellent writing and communication skills
  - Good MS-Office and web publishing skills
  - Ability to work independently and meet tight deadlines
  - Coordinate and liaise effectively with team members and external stakeholders
  - Desirable: Experience working on issues related to environmental public health, particularly on air quality and health
Language requirements:
Fluency in English is required. Fluency in French and additional UN languages is an asset.

Place of assignment
All work will be completed remotely.

Travel / post
The incumbent may be required to travel, upon request at the Organization’s expense.

Compensation
Payment will be aligned to the WHO P2 or P3 consultancy pay band at headquarters level and will be commensurate based on experience. This contract will be an Agreement of Performance of Work (APW) and will not entail to visa to enter Switzerland.

Application procedure
Applicants should send their CVs, a covering email describing their motivation for application and highlighting any specific skill or experience relevant to the position, some relevant writing samples, as well as three references to airpollution@who.int by 6 June 2021.

As we have several calls for application open at the same time, please make sure to indicate the specific position for which you are applying in the subject line.

Interviews will be held in June with an expected start date as soon as possible.