

Template for advertisement of Consultant vacancies

1. Area of expertise

Consultant – day to day operations ATACH

2. Purpose of consultancy

To assist the World Health Organization (WHO)'s role as Secretariat of the Alliance for Transformative Action on Climate and Health (ATACH) in its day to day operations. These operations include the organization of meetings and liaising with ATACH partners and other stakeholders.

3. Background

Recognizing that climate change poses a significant threat to public health, exacerbating existing health inequalities and vulnerabilities within our populations, and that the health sector contributes around 5% of global greenhouse gas emissions, in 2021, the United Kingdom, as UNFCCC COP26 Presidency in collaboration with WHO and other partners, launched the COP26 Health Programme. The initiative sought to elevate awareness around the threat posed by climate change to human health and called for action and commitments from countries to develop climate-resilient and low-carbon health systems.

In June 2022, the Alliance for Transformative Action on Climate and Health (ATACH) was established as a WHO-led initiative to realize the ambition set at COP26 through a global platform bringing together governments and key stakeholders to drive this agenda forward at pace and scale; and promote the integration of climate change and health nexus into respective national, regional, and global plans. While the ATACH was initially launched to support countries to deliver on the COP26 Health Programme commitments, it has since expanded to incorporate additional commitments made at COP27 (2022), COP28 (2023), and at the 77th World Health Assembly (2024), reflecting interest and prioritization of this agenda.

As of December 2025, the ATACH has grown to include over 100 countries committed at the Ministerial level to taking action to build climate-resilient and low-carbon sustainable systems. In addition, the ATACH has established collaborations with over 80 non-state partner organizations. The ATACH provides a platform for coordination and alignment; knowledge and best practice exchange, networking, and access to support and opportunities to link up to existing initiatives tackling common challenges and monitoring global progress on climate and health.

4. Deliverables

Deliverable 1 : Contribute to the organization of meetings (e.g., outlining agendas, drafting meeting materials, creating meeting links, arranging interpretation, managing breakout rooms, creating online polls, developing meeting summaries, etc.), including for relevant ATACH meetings, both online and in-person, and other technical meetings as required. This will also

involve coordinating with ATACH members for the organization of these meetings. Expected on a monthly basis.

Deliverable 2: Contribute to liaising with ATACH partners and other stakeholders as relevant, including handling email correspondence and queries, updating the database of contacts, formatting presentations and documents, following the WHO process to formally accept new ATACH partners and countries, and collating relevant updates and reports by members. Expected on a monthly basis.

5. Qualifications, experience, skills and languages

Educational Qualifications:

Essential: Minimum first university degree in Public Health, Environmental Health, epidemiology, or related fields.

Experience

Essential:

- At least 3 years of relevant experience in environmental health or climate change work.
- Experience in environmental health or climate change and health.
- Experience in working in international settings with staff from various geographical regions.

Desirable:

- Experience with meeting organization and management, including with online polling integrations (especially using Zoom and Slido)
- Experience in interacting and communicating with a diversity of stakeholders in climate change and health, including multilateral and non-governmental organizations.
- Experience with database management (especially using Excel), and marketing platforms (e.g., Mailchimp and Campaign Monitor).
- Experience in drafting and formatting materials such as emails and presentation slides.

Skills/Knowledge:

Excellent interpersonal and communication skills.

Excellent writing skills.

Languages and level required (Basic/Intermediate/Expert):

Essential: Expert knowledge of English. Desirable: Intermediate knowledge of French or other UN languages.

6. Location

Off site: remotely – home base

7. Travel

No travel is expected for this role.

8. Remuneration and budget (travel costs are excluded):

- a. Remuneration: Payband A - Remuneration currency in USD - Payband range between daily range of USD 198 - 349 and USD 3,955 - 6,980 per month
- b. Expected duration of contract: 11 months

9. Please add the name of the following:

- a. Hiring Manager: Elena Villalobos Prats
- b. Admin focal point: Emilie Eretzian and Carine Cruz Payan

Duration of the advertisement is 2 weeks unless informed otherwise. The hiring manager will receive a notification from Stellis when the consultancy has been posted.

Step 2 – For completion by HR Recruiters:

- In order to ensure consistency and a corporate look on our Career Portals, kindly refer to the Guidance on formatting job descriptions which are not based on a GSM extracted PD available [here](#).
- Please ensure that you add the below Additional information notes prior to posting the consultant requisition

Additional Information (For HR use only):

- This vacancy notice may be used to identify candidates for other similar consultancies at the same level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- If your candidature is retained for interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put [the WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- Consultants shall perform the work as independent contractors in a personal capacity, and not as a representative of any entity or authority. The execution of the work under a consultant contract does not create an employer/employee relationship between WHO and the Consultant.
- WHO shall have no responsibility whatsoever for any taxes, duties, social security contributions or other contributions payable by the Consultant. The Consultant shall be solely responsible for withholding and paying any taxes, duties, social security contributions and any other contributions which are applicable to the Consultant in each location/jurisdiction in which the work hereunder is performed, and the Consultant shall not be entitled to any reimbursement thereof by WHO.
- Consultants working in Switzerland must register with the applicable Swiss cantonal tax authorities and social security authorities, within the prescribed timeframes (Guidelines issued by the Swiss Mission are available at: <https://www.eda.admin.ch/missions/mission-onu->

geneve/en/home/manual-regime-privileges-and-immunities/introduction/Manuel-personnes-sans-privileges-et-immunites-carte-H/Non%20fonctionnaires%20et%20stagiaires.html

For roster VNs:

- The purpose of this vacancy is to develop a list of qualified candidates for inclusion in this advertised roster. All applicants will be notified in writing of the outcome of their application (whether successful or unsuccessful) upon conclusion of the selection process. Successful candidates will be placed on the roster and subsequently may be selected for consultancy assignments falling in this area of work or for similar requirements/tasks/deliverables. Inclusion in the Roster does not guarantee selection to a consultant contract. There is no commitment on either side.