



NOTICE OF VACANCY- Special Services Agreement (SSA)

Programme Management Officer:

BruMAP NCDMH Implementation Support

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Requesting unit	WHO Country Office Malaysia, Brunei Darussalam and Singapore (Health Promotion, Disease Prevention and Control Unit)
Government counterpart	Ministry of Health, Brunei Darussalam
Assignment type	Full-time Special Services Agreement (SSA)
Duty station	Ministry of Health, Brunei Darussalam, with attendance at relevant implementation sites and meetings
Duration	12 months
Proposed start date	1 December 2026
Proposed end date	30 November 2027
Position title	Programme Management Officer (PMO), BruMAP NCD & MH Implementation Support

1. Summary

The WHO Country Office for Malaysia, Brunei Darussalam and Singapore is looking for a Programme Management Officer (PMO) under a Special Services Agreement (SSA). The PMO will provide full-time support to the Ministry of Health for the initial implementation of the Brunei Darussalam Multisectoral Action Plan for the Prevention and Control of Noncommunicable Diseases and the Promotion of Mental Health and Well-being 2026–2035 (BruMAP NCDMH).

The role involves managing and coordinating programme activities, operationalizing the BruMAP Programme Management Office (BPMO), facilitating cross-sector implementation and establishing systems for planning, tracking, risk management, performance review and reporting.

Application deadline: 31 October 2026.

2. Background

BruMAP NCDMH 2026-2035 is Brunei Darussalam's national framework for coordinated action to prevent and control noncommunicable diseases, promote mental health and well-being, improve functioning and quality of life and achieve more equitable health outcomes. The plan brings NCDs and mental health into one national framework and places emphasis on measurable results, connected prevention-to-care pathways, clear accountability, whole-of-government delivery and continuous learning.

Implementation is expected to be guided by the Multisectoral Task Force for Health (MSTFH), five Cross-Functional Teams (CFT), the NCD and Mental Health Steering Committee, three Technical Working Groups, the BPMO and the Digital Health and Performance Intelligence (DHPI) function. The BPMO is envisaged as the central programme-management, coordination, reporting and escalation function that supports implementation without assuming the delivery responsibilities of accountable ministries, agencies, programmes or services.

During the first implementation year, dedicated programme management capacity is required to translate the strategy and Governance Charter into functioning governance arrangements, selective rolling workplans, common implementation tools, timely performance reporting and structured follow-up of decisions, risks and dependencies. The SSA holder will provide the necessary programme-management capacity and support a structured handover of systems, templates and institutional knowledge to designated Ministry of Health personnel.

Objective:

To strengthen the Ministry of Health's capacity to operationalise and coordinate BruMAP NCDMH implementation during the period December 2026 to November 2027 through a functioning BPMO support system, clear implementation workplans, effective governance secretariat services, routine performance monitoring, timely escalation of barriers and consolidated reporting for national decision-making.

3. Timeline:

Start date: 01 December 2026

End date: 30 November 2027

4. Place of assignment:

The SSA holder shall be based in Brunei Darussalam and work with Ministry of Health, Brunei Darussalam, with attendance at relevant implementation sites and meetings and communicate with the Team lead for Health Promotion, Disease Prevention and Control, WHO Country office for Malaysia, Brunei Darussalam and Singapore.

5. Scope of Work

Under the day-to-day direction of the BPMO leadership at the Ministry of Health and the technical supervision of the WHO country office, as set out under Reporting and technical supervision below, the SSA holder shall undertake the following responsibilities:

Output 1. BPMO implementation systems established and maintained

- Work with the Ministry of Health to prepare an inception report and 12-month workplan, including priorities, milestones, reporting arrangements, risks and a stakeholder engagement schedule.
- Establish and maintain a coordinated BruMAP governance and reporting calendar covering MSTFH, CFT, Steering Committee, TWG and annual review processes.
- Establish and maintain a structured document repository, naming convention, version-control system and handover record for BruMAP implementation documents as needed
- Maintain institutional memory through accurate records, decision logs, action trackers and documented handovers as needed.

Output 2. Governance, coordination and secretariat functions supported and rolling implementation workplans consolidated

- Maintain common templates for workplans, dashboards, decisions, actions, risks, dependencies and escalation.
- Consolidate endorsed CFT and TWG workplans into a single national implementation view without obscuring accountable owners.
- Prepare agendas, decision-ready papers and minutes.
- Coordinate the six-monthly reporting cycle, working with CFTs, the NCD and Mental Health Steering Committee, TWGs, DHPI, data custodians and accountable result owners.
- Provide programme-management support without assuming delivery ownership, directing ministries, making policy/clinical decisions or adjudicating disputes.

Output 3. Performance monitoring, risk management and reporting operationalized

- Maintain consolidated trackers for milestones, indicators, resources, risks, dependencies, overdue actions and corrective actions.
- Work with programme owners, data custodians and relevant counterparts to support consistent use of approved indicator definitions and reporting templates.
- Support preparation of the consolidated annual BruMAP implementation and results review, including progress, resource constraints, policy and pathway implementation risks and outstanding corrective actions.

- Escalate urgent or unresolved issues through the approved route using concise, decision-oriented briefs that state the issue, decision required, options, resource implications and consequences of delay.

6. Reporting and technical supervision:

- Government supervision: The SSA holder will be based with the Ministry of Health and will work under the day-to-day direction of the BPMO leadership at the Ministry of Health.
- WHO technical supervision: Public Health Specialist - Health Promotion, Disease Prevention and Control Team Lead, WHO Country Office Malaysia, Brunei Darussalam and Singapore.
- Overall oversight: WHO Representative for Malaysia, Brunei Darussalam and Singapore, in coordination with senior Ministry of Health leadership.

7. Qualifications and Experience

The individual contractual partner must fulfil the following educational qualifications and work experience:

Education

- Essential: First university degree in public health, health sciences, health services management, public administration, project or programme management, business administration, management, or another field relevant to the assignment.
- Desirable: Advanced university degree in public health, health policy or systems, programme management, health administration, management, or a related field; and/or a recognised project or programme management qualification.

Work Experience

Essential:

- At least five years of relevant experience in programme or project coordination, public health programme implementation, health-system strengthening, policy implementation, monitoring and reporting, or a related area.
- Demonstrated experience preparing workplans, progress reports, decision papers, presentations, minutes, action trackers and management dashboards.
- Experience coordinating multiple stakeholders and following up deliverables across organisational units or sectors.

Desirable:

- Experience in NCDs, mental health, health promotion, integrated care, monitoring and evaluation, or whole-of-government initiatives.
- Previous work with the Ministry of Health Brunei Darussalam, WHO, another United Nations agency, or a comparable national health programme.

Skills/ Technical skills and knowledge

- Strong programme management, planning, coordination and organisational skills.
- Ability to convert strategy into practical workplans, milestones, responsibilities, risks and decision points.
- Strong analytical, synthesis, technical writing and presentation skills.
- Ability to manage multiple deadlines, maintain accurate records and follow through on agreed actions.
- Understanding of results-based management, monitoring and evaluation, risk management and performance reporting.
- Sound judgement, discretion and ability to work effectively with senior government officials, technical experts and multisectoral partners.
- Good digital literacy, including Microsoft Word, Excel, PowerPoint, Teams and shared document-management environments.

Language Fluency

- Essential: Excellent written and spoken English and Working knowledge of Malay/Bahasa Melayu.

Eligibility Requirements

- Be a citizen of Brunei Darussalam or otherwise legally authorized to work in Brunei Darussalam.
- Demonstrate familiarity with the national context of Brunei Darussalam, including its cultural, social, economic and governmental environment, and the ability to work effectively with government counterparts and relevant stakeholders.
- Be willing to travel within Brunei Darussalam and attend meetings or implementation activities at designated locations, as required for programme delivery and coordination.
- Demonstrate a record of satisfactory professional conduct, integrity and performance in previous employment, consultancy assignments or professional engagements.
- For applicants currently employed by the Government of Brunei Darussalam, obtain any necessary approvals, clearances or endorsements from the relevant employing authority prior to engagement, where applicable.

- Be able to work effectively in a multicultural and multidisciplinary environment, consistent with WHO values and standards of professional conduct.

Competencies

- Communicating in a credible and effective way.
- Producing results.
- Fostering integration and teamwork.
- Respecting and promoting individual and cultural differences.
- Building and promoting partnerships across the organization and beyond.

8. Other requirements

The SSA holder shall have no direct or indirect involvement or interest, in any form, in milk substitute manufacturing, promotions, or sales, in arms dealing, drugs, alcohol industry, breastmilk substitute industry, tobacco industry or human trafficking. The SSA holder and any personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken, including interests that may affect, or may reasonably be perceived to affect, the independent and impartial performance of the assignment.

9. Confidentiality and property rights

All technical documents, reports, tools, briefing materials and other outputs produced under this assignment shall be treated confidentially and shall not be shared with third parties without prior authorization from the Ministry of Health and WHO. Working documents and records of the BruMAP governance bodies remain the property of the Ministry of Health, Brunei Darussalam. Deliverables under this agreement shall be submitted to WHO as stipulated.

10. Management of Conflict of Interest

Any interest by an entity (organization/company), expert, or member of the project team that may affect or reasonably be perceived to (1) affect the expert's objectivity and independence in providing advice to WHO related to the conduct of a project and/or (2) create an unfair competitive advantage for the expert or persons or institutions with whom the expert has financial or interests (such as adult children or siblings, close professional colleagues, administrative unit or department).

World Health Organization (WHO) conflict of interest rules is designed to identify and avoid potentially compromising situations from arising thereby protecting the credibility of the Organization and its normative work. If not identified and appropriately managed, such situations could undermine or discount the value of the expert's contribution and consequently, the work in which the expert is involved. Robust management of conflicts of

interest not only protects the integrity of WHO and its technical/normative standard-setting processes but also protects the concerned expert and the public interest in general.

11. Ethical and Professional Standards

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.

12. Travel

The SSA holder may be expected to travel within the country, as needed.

13. Medical Clearance

The selected SSA will be expected to provide a medical certificate of fitness for work

14. Submission Requirements

Interested individuals should submit the electronic copy of their WHO Stellis Profile, following the attached guide.

Address all cover letters and proposals to:

Dr. Rabindra Abeyasinghe

WHO Representative

World Health Organization Representative Office for Malaysia, Brunei Darussalam and Singapore

4th Floor, Prima 8, Block 3508

Jalan Teknokrat 6

63000 Cyberjaya, Selangor, Malaysia

Please submit the electronic copy of your application to wpmyswr@who.int with the subject line: **Application - Programme Management Officer: BruMAP NCDMH Implementation Support.**

Only shortlisted candidates will be contacted by WHO Representative office for Malaysia, Brunei Darussalam and Singapore.

The deadline for submission of applications is **31 October 2026**.



STELLIS: PRINTING YOUR CANDIDATE PROFILE

GSM TRANSFORMATION QUICK GUIDE

ACCESSING STELLIS

Location

There are two ways to access vacancies in Stellis.

1. From WHO's intranet:

- Go to <http://intranet.who.int/> and locate links to Stellis under Staff resources/services

2. From WHO's public website:

- Go to www.who.int/careers

Which link to use?

There are two types of access for candidates.

1. WHO access - for WHO staff

- This is for staff with an 'active' employee contract
- Former WHO staff, should use the 'external candidate' access

2. Non-staff/external access - for all other candidates

- This is for external candidates, including consultants, interns, JPOs, volunteers and SSAs

DISTINGUISHING BETWEEN PROFILES

In Stellis, there are two types of profiles:

1. A unique **general profile** which serves as the 'master copy' and always reflects the latest changes.

2. Multiple **job-specific profiles** which are tailored for each individual job for which you wish to apply. For more details on profiles, please refer to the 'understanding profiles and versioning' guide located here:

<https://workspace.who.int/sites/GSM/Docs/Stellis%20Guide%20Profiles%20and%20versioning.pptx>

Both general and job-specific profiles can be printed or saved as PDF.

COMPLETING A PROFILE

Stellis guides you through a series of easy steps to complete and submit a profile in Stellis.

Applying for: General Profile (Job Number: 1700001)



The steps include:

- Step 1: Personal information
- Step 2: Preferences
- Step 3: Eligibility questions
- Step 4: Job specific questions
- Step 5: Work profile (education, qualifications, trainings, experience, languages, etc.)
- Step 6: Cover letter
- Step 6a: eSignature (for external candidates only)
- Step 7: Review and submit

Fig. 1

1. Make sure to enter all mandatory information for steps 1 to 6.

2. Review your information for accuracy in the final step.

NOTES

Browsers and print format

Browsers control how the profile is printed or saved in PDF. Layouts may differ depending on the browser used.

Printing already submitted job profiles

For profiles submitted as part of a job application before Saturday 28-Apr-2017, the print option will not include Step 5 (Work profile). This issue should be resolved by Saturday 19-May.

PRINTING A PROFILE

Review and submit

The ability to print a profile is available once all the mandatory information has been entered and you have reached in the final step – **Review and Submit**.

Print

1. Click **Print** found at the top right hand corner under My Account Options.

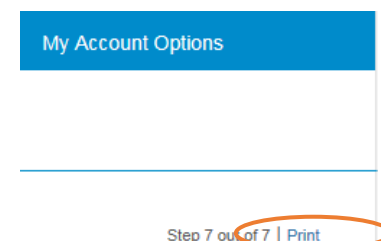


Fig. 2

2. Select the relevant printer.

3. Click **Print**.

Save to PDF

1. For users of WHO's Global Synergy standard desktop, locate 'CutePDF Writer' in the list of available printers and click **Print**.

2. For other users, locate the local 'PDF writer' and follow on-screen instructions.