

INTERNSHIP

World Health Organization Health Systems and Services External Relations Team Geneva, Switzerland

Terms of reference

1. Purpose of the internship

The External Relations Team in the WHO Health Systems and Services (HSS) Team is seeking interns for 2-3 months (length and timing is flexible) throughout the year 2010.

2. Organizational Context

The WHO Health Systems and Services cluster consists of five departments, representing the key building blocks of a health system: health policy and services; human resources, health financing; medicines and health technologies. The mission of the HSS cluster is to assist WHO Member States to develop and sustain health systems that improve health and reduce inequalities through improved access to services following the principles of primary health care. Based on country-led processes, HSS will provide technical support based on sound evidence, mutual learning, sharing of experiences and capacity building. The HSS cluster is spearheading the development and implementation of the primary health care approach in WHO programmes.

The External Relations Team assists the Office of the Assistant Director-General and the five departments in raising resources and relating to partners (including donor governments, foundations, the European Commission, development banks, and the private sector). This involves research to identify new donors and collaborative partners; development of project/programme proposals; negotiation of grant agreements; quality donor reporting; organization and participation in HSS visits to donor capitals/headquarters; liaising with resource mobilization and technical staff in WHO regional and country offices; and contributing to the development of cluster strategies and work plans.

3. Assignments

The incumbent will be working as part of the External Relations Team and report to the team's coordinator.

Specific duties will include:

- Undertake donor research
- Develop and write project / programme proposals
- Assist in the preparation of donor reports
- Update a resource mobilization share-point
- Contribute to the programmatic work of the cluster

4. Qualifications required

Education

Minimum of three years university studies, ideally a first degree, in medical or social science or a field related to the technical work of WHO. The intern must be a student during the internship. Additionally there are limited possibilities for students from disciplines such as Media Relations, Business Administration and/or Public Administration.

Skills

- Communicating effectively orally and in writing
- Showing willingness to learn from mistakes
- Producing and delivering quality results
- Working collaboratively with team members
- Respecting and promoting difference

In addition, the intern need to be familiar with commonly used computer programmes, such as Word, Excel, PowerPoint.

Experience

Experience in the subject area through academic work or research would be an advantage. Field and/or developing country experience would be an advantage.

Languages

Good working knowledge of spoken and written English or French. Working knowledge of another WHO language would be an asset.

Please note that internships are non-remunerated.

For further information, please contact: Ms Tone Skaug (skaugt@who.int)