

Posting Title : PRINCIPAL MEDICAL OFFICER, D1  
Job Code Title : PRINCIPAL MEDICAL OFFICER  
Department/ Office : Department of Operational Support  
Location : NEW YORK  
Posting Period : 15 October 2021-28 November 2021  
Job Opening number : 21-MED-DOS-162316-R-NEW YORK (R)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions. This position is located in the Division of Healthcare Management and Occupational Safety and Health (DHMOSH), Office of Support Operations (OSO), Department of Operational Support (DOS).

The Division of Healthcare Management and Occupational Safety and Health provides expert healthcare management, occupational safety and health, and public health services to all UN Secretariat entities (field missions, Offices Away from Headquarters and Economic Commissions), the New York-based agencies, funds and programmes, as well as strategic leadership of whole-of-system medical issues through the UN Medical Directors Network. In addition, the Division provides staff counselling services to New-York-based staff of the Secretariat.

Under the overall direction of the Medical Director, DHMOSH, and the oversight of the Assistant Secretary-General, OSO, the Principal Medical Officer will serve as Deputy Director and will directly supervise the DHMOSH senior leadership team to achieve DHMOSH objectives, outputs and results in support of the overall DOS strategy.

### **Responsibilities**

Within delegated authority, the Principal Medical Officer (Deputy Director) will be responsible for the following duties:

Ensures quality in UN healthcare: Oversees the implementation of quality control mechanisms and procedures for DHMOSH activities, and assesses and monitors operational environments and UN healthcare facilities. Ensures appropriate recommendations and actions are prepared to improve healthcare delivery to UN personnel and their dependents.

Oversees DHMOSH inputs to internal bodies: Briefs and advises the Director on issues before the Health and Life Insurance Committee (HLJC); on work-related illness/injury cases to be presented to Advisory Board on Compensation Claims (ABCC); and on possible disability cases to be presented to the UN Staff Pension Committee, the Standing Committee of the United Nations Staff Pension Fund (UNJSPF), the UN judicial system and UN investigative bodies. Represents DHMOSH at DOS, OSO, Crisis Operations Group (COG) and other internal and external meetings as required.

Manages the work and results of DHMOSH in New York: Responsible for the day-to-day operations of DHMOSH in clinical and medico-administrative areas, and for ensuring the timeliness and quality of the tasks necessary for the efficient and effective functioning of DHMOSH including annual planning, preparation of budgets, reporting on results, reporting on budget performance, overseeing annual performance management processes, overseeing audit responses, ensuring staff development and career support. The Deputy Director is responsible for the team and individual management of section chiefs.

Sets Global standards and practices for the UN: Assists the Medical Director in his /her global responsibilities pertaining to the welfare, occupational safety and health, and public health of United Nations personnel, including personnel of the United Nations Development Programme (UNDP), United Nations Children's Fund (UNICEF), United Nations Population Fund (UNFPA), and UN Entity for Gender Equality and the Empowerment of Women (UN Women). Deputizes for the Medical Director in his/her absence.

Partnerships, advocacy and communication: Represents DHMOSH at international, regional and national forum events and meetings. Oversees DHMOSH communication products, and liaison/outreach with external actors.

## **Competencies**

**Professionalism:** Knowledge in all aspects of system-level management of medical conditions, including medical emergencies. Ability to work under extreme pressure and time constraints. Ability to handle complex organizational and inter-disciplinary matters. Ability to build bridges between different entities to achieve common goals. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Accountability:** Takes ownership of all responsibilities and honours commitments. Delivers

outputs for which he/she has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Client orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

**Leadership:** Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Judgement/ Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

## **Education**

A first-level university degree that qualifies for registration as a licensed medical practitioner (MD, MBBS, MBChB or equivalent) and current unrestricted registration with the medical licensing authority of one of the Members States of the United Nations is required. Postgraduate qualification in a medical specialty is desirable. An advanced university degree in healthcare management or a related field is desirable.

## **Work Experience**

A minimum of 15 years of experience in clinical medicine, occupational health, public health or healthcare management is required; with two additional years of experience required if the applicant does not have a postgraduate qualification in a medical specialty or advanced university degree in healthcare management or a related field.

At least two years of progressively responsible managerial experience in medical settings is required.

Experience working as a physician or medical manager in an international environment is required.

Experience working with and leading multi-disciplinary teams is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required; knowledge of another United Nations official language is desirable.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

## **Special Notice**

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the

commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.