

CHIEF MEDICAL OFFICER

Post Number : HRM 640

Grade : P-5

Parent Sector : Bureau of Human Resources Management (HRM)

Duty Station: Paris

Job Family: Human Resources

Type of contract : Fixed Term

Duration of contract : 2 years

Recruitment open to : Internal and external candidates

Application Deadline (Midnight Paris Time) : 13-OCT-2021

UNESCO Core Values: Commitment to the Organization, Integrity, Respect for Diversity, Professionalism

OVERVIEW OF THE FUNCTIONS OF THE POST

Under the supervision of the Director of the Bureau of Human Resources Management, the Chief Medical Officer manages and supervises the activities of the Occupational Health Service. The incumbent acts as a leader and the primary medical authority for the Organization. Functions include the provision of emergency care, medical clearance, preventive medical consultations, and advice in the resolution of complex medico-human resource situations. The Chief Medical Officer supervises the activities of the Service, supports the overall mandate of developing and maintaining a workforce that is fit for purpose. The Chief Medical Officer provides advice to staff on their health care needs, prescribes resolution of common medical problems and act as first-line and emergency care on UNESCO Headquarters premises.

Specifically, the incumbent will:

- Manage the overall administration of the Occupational Health Service (OHS) including the supervision of its personnel, monitoring OHS' budget and ensuring the necessary staffing. In this context, the Chief Medical Officer will liaise regularly with Host Country Authorities as well as the UN Medical Directors' Network, to ensure that policies and practices are in line with national laws and in conformity with overall UN standards.
- Maintain regular contact with the medical services of other United Nations agencies and participates in meetings of the Medical Directors of these agencies.
- Review cases and provide medical advice and opinions to decision-making bodies, including but not limited to the Pension Board, Medical Benefits Fund Board, and the Health & Safety Committee.
- Establish policies involving staff health and well-being, and provide guidance on questions of public health, work conditions, and workplace safety. The incumbent will lead awareness campaigns as preventative measures, to improve the overall health of staff and encourage safe working practices, staff welfare and well-being.
- Assure and provide first-line and emergency medical care for UNESCO personnel on the premises, to ensure their fitness for service. This includes: appointments/on-boarding, routine medical check-ups, management of certified sick leave and medical evacuations; advising on work-related illness/accidents; providing medical clearance.
- Liaise with and make all necessary arrangements with health professionals and hospital services in the host country. Organize and supervise the additional medical assistance required during sessions of the General Conference, the Executive Board and certain exceptional events.

COMPETENCIES (Core / Managerial)

Communication (C)

Accountability (C)

Innovation (C)

Knowledge sharing and continuous improvement (C)
Planning and organizing (C)
Results focus (C)
Teamwork (C)
Professionalism (C)
Building partnerships (M)
Driving and managing change (M)
Leading and empowering others (M)
Making quality decisions (M)
Managing performance (M)
Strategic thinking (M)

For detailed information, please consult the [UNESCO Competency Framework](#).

REQUIRED QUALIFICATIONS

Education

- Doctorate in Medical Science.
- Licensed and authorized to practice as a doctor in the host country.

Work Experience

- At least (15) fifteen years of experience as a general practitioner or emergency physician.

Skills/ Competencies

- Ability to establish and maintain good working relationships in a multicultural and multi-ethnic environment, with tact, discretion and respect for diversity.
- Extensive knowledge of administrative and preventive medicine.
- Strong communication skills, both oral and written.

Languages

- Excellent knowledge (written and oral) of English or French and good knowledge of the other language.

DESIRABLE QUALIFICATIONS

Education

- Specialized training in the fields of emergency medicine and occupational medicine.

Work Experience

- Senior level assignments at the international level and/or within the United Nations system.
- Experience in occupational health awareness training.
- Experience in emergency medicine.

Skills/ Competencies

- Good knowledge of the French medical system, due to the extensive interaction with the hospitals and medical services of the host country.

Languages

- Knowledge of another official language of UNESCO (Arabic, Chinese, Russian, Spanish).

BENEFITS AND ENTITLEMENTS

UNESCO's salaries consist of a basic salary and other benefits which may include if applicable: 30 days annual leave, family allowance, medical insurance, pension plan etc.

For full information on benefits and entitlements, please consult our [Guide to Staff Benefits](#).

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must complete an on-line application and provide complete and accurate information. To apply, please visit the [UNESCO careers website](#). No modifications can be made to the application submitted.

The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.

UNESCO uses communication technologies such as video or teleconference, e-mail correspondence, etc. for the assessment and evaluation of candidates.

Please note that only selected candidates will be further contacted and candidates in the final selection step will be subject to reference checks based on the information provided.

UNESCO applies a zero tolerance policy against all forms of harassment.

UNESCO is committed to achieve and sustain gender parity among its staff members in all categories and at all grades. Furthermore, UNESCO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities, as well as nationals from non-and under-represented Member States ([last update here](#)) are equally encouraged to apply. All applications will be treated with the highest level of confidentiality. Worldwide mobility is required for staff members appointed to international posts.

UNESCO does not charge a fee at any stage of the recruitment process.

[Apply now »](#)