1. **Background**

The objective of the Polio Eradication Initiative is to interrupt the transmission of wild poliovirus globally and ensure long-term biosafety from polioviruses, by leading the global eradication effort of national governments and the Global Polio Eradication Initiative. R&D has played and continues to play a critical role in polio eradication. Research is an enabling factor for identifying effective eradication activities, securing and consolidating the programme’s achievements, and defining policies for the post-certification era.

The purpose of the consultancy is to support the defined functions of the Polio Research and Development team within the Polio Eradication program (POL/PRD) and deliver on the periodic work assignments with quality results. The key responsibilities will include serving as rapporteur for various PRD meetings and assisting with assigned research projects, data analysis, literature search, writing and publishing work under the guidance of the immediate supervisor and the team leader. In addition, the consultant will support the product development activities and any additional responsibilities assigned during the contract duration.

2. **Deliverables**

The consultant will contribute to the overall objectives of the PRD team. The specific responsibilities will be:

1. To assist with assigned research projects including support writing draft research proposals, proposal submission for clearance of WHO Ethics Review Committee (ERC), preparatory steps for implementation, attend and assist with on-site monitoring, tracking progress, study closeouts and support with data analysis.
2. Support writing draft manuscripts and submission to the appropriate journals in compliance of WHO guidelines.
3. To serve as rapporteur for PRD meetings; SAGE Polio WG, PRC, DSMB, sIPV-VLP Advisory Group, bOPV cessation planning, Polio research and Analytic Group (PRAG) and any other meetings for which responsibility is assigned from time to time
4. Help prepare power point presentations for the meetings and present when required.
5. Assist with the coordination of safety reporting from clinical trials to DSMB and maintain the records.

3. **Qualifications, experience, skills and languages**

**Educational Qualifications:**

- University degree in health sciences.
- Master’s degree in science and research would be an asset.
Experience:
At least 2 years’ experience in research work or involvement in public health programs including writing/publishing, statistics, and data analytics. Some experience of writing/publishing of documents/reports/research articles would be desirable.

Essential skills:
Strong verbal and written communication, working in a team environment, good inter-personal skills, producing results. Broad based knowledge in medical sciences and public health.

Languages:
Expert knowledge of English with a good working knowledge of another UN language.

4. Location
On site for insurance purposes. Consultant will work from his/her location.

5. Travel - If travel is involved, full medical clearance is required
Travel may be required during the assignment.

7. Remuneration and budget (travel costs excluded)
Rate – Monthly USD 5,400

8. Application Process
Interested candidates should submit their CV by close of business on Tuesday 31st October to aguete@who.int. Only those candidates considered for the position will be contacted.