1. Background

The Global Polio Eradication Initiative (GPEI), mandated by the World Health Assembly to stop transmission of wild poliovirus, has reduced global incidence of polio by 99.9%. GPEI is a partnership spearheaded by WHO, Rotary International, US CDC, UNICEF and Gavi, the Vaccine Alliance, and supported by BMGF. To accomplish the mandate, the Partnership has adopted a new strategy for 2022/2026 with a 5-year cost of US$ 4.8 billion.

The consultant is required to provide support to the Programme Resource Management team (PRM) within the Management, Finance and HR unit for Polio Eradication MFH (HQ/POL/MFH/PRM) with the collection and integration of financial information from partners into the Polio Financial Framework, facilitate funding allocation processes as well as outbreak response budget process.

2. Deliverables

- Produce WHO/POL monthly financial reports, ensuring accurate data gathering in close consultation with stakeholders at country and regional level and across GPEI partners.
  
  Output:  Financial report to be finalize no later than the 20th of the following calendar month.

- Operationalise WHO automated funding allocation project in consultation with PRM staff members, and develop standard operating procedures, including data and process flows, checklists, project schedules to ensure well documented, accurate and timely development of funding allocations.
  
  Outputs:  Implementation of automated tool by day 60  
  First draft of SOPs within 45 days  
  Final versions of SOPs within 90 days

- Support outbreak response and preparedness financial activities in consultation with the finance officers in PRM, the outbreak team and other focal points across regions and countries.
  
  Outputs:  Produce WHO/POL bi-weekly outbreak financial monitoring reports  
  Bi-weekly revision of Outbreak response and preparedness budgets

- Support the GPEI income tracking and produce monthly reviews in consultation with RMC.

3. Qualifications, experience, skills and languages

**Educational Qualifications**

University degree in finance/accounting, business, computer/data science or related field. ACCA or CPA qualification considered an advantage. Master’s degree in any of those areas considered further advantage.

**Experience**

At least 5 years of experience in data analysis and reporting preferably in finance, some of which with a demonstrated application of data science tools/techniques (e.g., Power BI, Tableau, Python, DAX) preferably in a large corporation, in finance or data management including experience in providing analytics and reports for decision making. Some work experience in an international context.
### Skills/Knowledge
Skills and expertise in data analysis, analysis and reporting preferably in finance. Ability to detect anomalies and recommend solutions. Comprehensive knowledge of principles and practices of accounting and financial management desirable. Knowledge of and skills in the use of modern integrated accounting systems. Good communications and interpersonal skills. Ability to communicate clearly and concisely with finance and non-finance stakeholders. Fluency with IT applications that support financial, data and risk analysis.

### Languages and level required
Excellent knowledge of English, knowledge of French is desirable.

### 4. Duration of assignment
Up to 11 months.

### 5. Location
On site: Geneva

### 6. Travel - If travel is involved, full medical clearance is required
The consultant may be asked to take on short duty travel during the assignment.

### 7. Remuneration and budget (travel costs excluded)
Band B

### 8. Application Process
Interested candidates should submit their CV by close of business on 1 February to aguete@who.int
Only those candidates considered for the position will be contacted.