

# Call for applications

Full-time, Geneva-based consultancy to support the work of the Secretariat of the Ethics Review Committee (ERC) with the review processes

**Issued:** 11 September 2019

**Deadline:** 25 September 2019, 23:59 GMT

**Start date:** 1 October 2019

**Expected duration:** 90 days (October to December 2019)

## Overview

The Global Health Ethics Unit (GHE), based within the Cluster of Research, Ethics and Knowledge Management (WHO/H2/HIV/IER/REK), is seeking a qualified individual to provide consultancy services to assist the Secretariat of the Ethics Review Committee (ERC) in supporting technical units when submitting protocols for review, supporting the assessment of review protocols, and to contribute to the work related to demand and use of the services provided by the Secretariat.

## **Background**

The Secretariat of the ERC (hereafter referred to as the Secretariat) is hosted within the World Health Organization (WHO) with the goal of providing oversight to all research conducted and supported by WHO.

It is the responsibility of the ERC Secretariat to ensure that i) the ERC functions efficiently and effectively, ii) that all research projects are provided with adequate ethical oversight and iii) best practices in relation to research ethics are established and followed.

More information about the ERC may be found on its website: <https://www.who.int/ethics/review-committee/en/>

## **Duties and responsibilities**

In close collaboration with team members, the consultant will undertake the following tasks:

- Support the Secretariat technical and scientific activities aiming to stimulate demand and uptake of research review;
- Support activities related to the engagement of technical units on ethics review;
- Support the different steps of the ethics review process.

## **Deliverables**

- Liaising with WHO Technical Departments involved with health research.
- Provide initial review and analysis of research protocols.
- Prepare technical and briefing documents related to research ethics.

## **Technical Supervision**

The selected Consultant will work under the supervision of:

Ms. Maria Magdalena Guraiib, IER/REK

## **Required Skills and Experience**

- Medical Degree or Degree on Social Sciences. MSc in public health, biomedical ethics or related field.
- Minimum of 2 years of professional experience in medicine, social sciences, public health and/or biomedical ethics. Work experience in LMIC settings desirable.
- Excellent communication skills, and effective presentation and report-writing skills;
- Ability to work in multi-disciplinary and multi-cultural settings.

### **Place of assignment**

This assignment will be performed in Geneva, Switzerland.

### **Language Requirement**

Expert level English

Intermediate level French

Knowledge of an additional UN official language desirable

### **Medical clearance**

The selected Consultant will be expected to provide a medical certificate of fitness for work.

### **Location/Travel**

The consultant will be required to work in close technical cooperation with the WHO/HIS/HSR staff at WHO Geneva and will be expected to participate in planning and ERC meetings in Geneva. Therefore the consultant is expected to reside in Geneva.

## **Instructions for applicants**

Applications must be received at WHO at the e-mail address: [ercsec@who.int](mailto:ercsec@who.int) (use subject: WHO Consultancy) no later than 25 September 2019 23:59 GMT.

Applications should include a cover letter, a CV and a price quotation.

The cover letter should give an overview of how this work fits with your academic/ professional background and interests and a brief description of relevant experience related to the requirements. The CV should be current and provide a minimum of two referees with e-mail addresses. The price quotation for the consultancy must also contain relevant contact information, including email and telephone number.

WHO will hire the most qualified candidate at the most competitive market rate.