

PAHO Board of Appeal Chairperson

Vacancy Announcement

Preamble

Section 12 of the Pan American Health Organization's Staff Rules establishes the process for staff to appeal a final administrative action or decision affecting their appointment status. This section specifies that a Board of Appeal shall be established at PAHO Headquarters to hear appeals and outlines the composition of the Board, which includes an external chairperson.

The Board of Appeal is a central component of PAHO's Integrity and Conflict Management System (ICMS) for resolving disputes brought by staff members concerning their appointment status. The Chairperson heads the Board of Appeal, whose other members are serving staff appointed by the Director and elected by the staff of the Organization, and he or she presides over each case as Chair of a three-member Examining Appeal Panel.

Duties and Responsibilities

The Chairperson is responsible for the overall management and operation of the Board of Appeal, which includes the following duties:

- Giving guidance and leadership to the other members on the proper functioning of the Board of Appeal.
- Applying and interpreting the Board of Appeal rules of procedure and providing rulings on jurisdictional, procedural and evidentiary issues.
- Assigning members to hear specific appeal cases.
- Ensuring due process and compliance with established time limitations for the hearing of cases.
- Presiding over occasional proceedings or oral hearings held by the Board of Appeal.
- Drafting the Board of Appeal's reports and recommendations and submitting them to the Director of PAHO for consideration.

- Overseeing the administrative aspects of the Board of Appeal's operations and proceedings.
- Proposing new and/or revised procedures to improve the efficiency and effectiveness of the appeal process.
- Issuing an annual report on the work and performance of the Board of Appeal, maintaining the confidentiality of cases where necessary.

Appointment

The Chairperson of the Board of Appeal is appointed by the Director of PAHO after consultation with the PAHO/AMRO Staff Association. The Chairperson exercises his/her duties with complete impartiality and independence from PAHO officials and organizational units.

Contract

The Chairperson's initial term will be for a period of two years, which may be extended. This assignment does not involve full-time work and the actual work schedule will vary from month to month depending on the number of appeal cases that have been filed. Compensation will be on a daily basis and will be commensurate with the person's qualifications and PAHO's established pay rates. The Chairperson will have the use of office facilities and administrative assistance, as needed.

Detailed information about PAHO's mandate and its Integrity and Conflict Management System is available on PAHO's website: <http://www.paho.org> (see "Integrity and Conflict Management System" on the second page of the website).

Qualifications

Candidates for the Chairperson position should have substantial professional experience in dispute resolution, preferably in international organizations. They should also possess a strong legal background, the ability to draft clear and concise reports in English and ideally be able to communicate effectively in Spanish, which is the other principal working language in PAHO.

The Chairperson of the Board of Appeal cannot have had any prior contractual relationship with PAHO, WHO or any of its Staff Associations, and also cannot have any subsequent contractual relationship with PAHO for a minimum period of three years after the expiry of his or her last term.

Application Procedure

Qualified candidates are invited to send their CVs by e-mail attachment to Mr. Philip MacMillan, Coordinator of PAHO's Integrity and Conflict Management System, at macmillp@paho.org.

CVs should be concisely presented and structured and should describe a candidate's ability to provide the requested services. It should also contain a salary history for the past five years.

The deadline for the receipt of applications **has been extended to 30 April 2011**.