Candidate to please complete your Stellis Application here: Job Search then download a PDF copy and send it to the following email: ahafiz@who.int and penazzatom@who.int

Deadline: 26 November, 2026

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1. **Area of expertise:** Paediatric drug optimization

2. **Purpose of consultancy**

The constulant will support Paediatric Drug Optimization (PADO) processes across therapeutic areas led by WHO's technical departments. The consultant will also support the portfolio prioritization working group within the Global Accelerator for paediatric formulations Network.

3. **Background**

The Global Accelerator for Paediatric Formulations (GAP-f) Is a WHO (World Health Organization) Network launched in 2020 to address the Paediatric medicines gap. It is a network of 33 organizations, that works across the life cycle of drug development by bringing efficiency through enhanced coordination across stakeholders to prioritize, evaluate, develop and deliver better Paediatric medicines.

GAP-f is led by a Secretariat, which is responsible for developing and maintaining the GAP-f strategy, leading GAP-f's advocacy work, and overall operations of GAP f. The Secretariat sits within WHO's Science for Health Department in the Science Division, and has a coordination function, liaising with 35 external organizations as well as multiple technical departments within WHO. The GAP-f Secretariat supports the work of four working groups which are designed to gather GAP-f network members and leverage their expertise to address systemic barriers across the product life cycle. The working groups include portfolio prioritization, clinical research, product development and regulatory, and access and treatment delivery.

The portfolio prioritization working group is led by WHO and supports Paediatric Drug Optimization (PADO) processes across therapeutic areas led by WHO's technical departments. The below consultancy is designed to support the portfolio prioritization working group, specifically on undertaking the PADO processes across therapeutic areas.

4. **Deliverables**

Under the direct supervision of the Lead for the Global Accelerator for Paediatric Formulations, the Consultant will undertake the following tasks:

Task 1: Produce and submit technical input, planning, and dissemination of Paediatric Drug Optimization (PADO) Processes for targeted diseases across communicable and non communicable diseases

Plan PADO meetings as agreed with division of labor with technical departments.

- Undertake preparatory work, including gathering of relevant information from GAP-f partners prior to the meeting, and setting up a working group with relevant partners.

- Develop concept notes, agendas, and meeting materials such as the prioritization framework
- Monitor and implement specific actions related to PADO meetings, including preparing slides and moderating sessions, as relevant
- Develop draft meeting report for technical input and additional dissemination material as needed
- Coordinate the dissemination activities for PADO exercises

Deliverables:

- Concept notes and agendas for PADO exercises
- Background material including adapted prioritization framework for PADO exercises, as relevant
- Slide sets for PADO exercises
- draft sections for meeting reports for PADO exercises
- Draft sections for peer-reviewed publications
- Agenda and slide deck for PADO webinars as needed.

T**ask 2: Develop technical documents to support coordination of research and development efforts with WHO normative functions on the use of medicines in the pediatric population**

- Gather lessons learned and case studies to explore variety of existing approaches across diseases.
- Conduct defined technical consultations and submit a written synthesis of the experiences collected.
- Organize and facilitate a broader consultation with GAP-f experts to draft key principles and best practices.
- Support applications to the WHO EMLc by coordinating with EML secretariat, technical departments and GAP-f partners

Deliverables:

- Slides with case studies for consultations, to help guide the discussions
- Draft technical documents for editing and layout
- Draft slides for dissemination, as needed

Task 3: Provide technical input, planning, coordination and coordinate dissemination of Target Product Profile/ Preferred Product Characteristics development for targeted products across communicable and non-communicable diseases

Plan TPP/PPC meetings as agreed with division of labor with technical departments.

- Undertake preparatory work, including gathering of relevant information from GAP-f partners prior to the meeting, and setting up a working group with relevant partners.
- Develop concept notes, agendas, and meeting materials such as the draft TPP/PPC
- Monitor and implement specific actions related to TPP/PPC meetings, including preparing slides and moderating sessions, as relevant

- Develop draft meeting report for technical input and additional dissemination material as needed
- Coordinate the dissemination activities for final TPP/PPCs

Deliverables:

- Concept notes and agendas for TPP/PPC exercises
- Background material including adapted prioritization framework for TPP/PPC exercises, as relevant
- Slide sets for TTP/PPC exercises
- Draft sections for meeting reports for TPP/PPC exercises
- Draft sections for peer-reviewed publications
- Agenda and slide deck for TPP/PPC webinars as needed.

Task 4: Provide technical expertise to the GAP-f portfolio Prioritization Working Group:

- Coordinate and facilitate the prioritization working group meeting and webinars that require portfolio prioritization components.
- Review the outcomes of previously conducted PADO exercises to assess the current status of PADO priorities and identify any necessary updates to the PADO priority and watch lists based on recent developments.
- Monitor and coordinate the portfolio prioritization activities for GAP-f annual meeting
- Undertake technical advocacy efforts for priority products.
- Update of GAP-f dashboard with priority products for all diseases

Deliverables:

- Slide deck and meeting report from the Portfolio Prioritization Working Group
- Updated paediatric EOI reflecting PADO outcomes
- Updated GAP-f dashboard with priority products for all diseases
- Summary of applications to promote/support for the upcoming update of the WHO EMLc

T**ask 5: Provide input from a portfolio prioritization perspective to additional cross cutting initiatives implemented through GAP-f**

- Provide input to the planning and coordination of the stakeholder meetings to discuss study design harmonization for priority products across diseases
- Develop materials and technical content of GAP-f webinars related to portfolio prioritization.
- Support with ad hoc requests requiring linkages with prioritization work and work undertaken in the context of PADO.

Deliverables:

- Edited meeting reports
- Slide decks and any other material to support cross-cutting activities within GAP-f

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

Educational Qualifications:

- **Essential:** Advanced university degree in pharmacy, pharmacology, medicine, or a related field.

Experience:

Essential **:** Over 10 years of progressively responsible professional experience in paediatric medicines or pharmacology, with demonstrated expertise in the development, evaluation, optimisation or introduction of medicines for children, including paediatric formulations, dosing, safety and efficacy considerations.

Skills/Knowledge:

- Broad technical knowledge in paediatric pharmacotherapy, paediatric medicine formulation, and global pharmaceutical markets.
- Strong methodological and analytical skills with the demonstrated ability to conduct research, identify and analyze relevant information sources.
- Documented record of effective report writing and publication.
- Excellent planning, organizational and technical report writing skills, with strong attention to detail.
- Ability to work remotely with a multidisciplinary team and establish and maintain effective working relationships with relevant experts and stakeholders.

Languages and level required (Basic/Intermediate/Expert):

Essential:
Expert knowledge of English

Desirable: *(if applicable)*
Intermediate knowledge of another UN language

6. **Location**
   Off site: Home-based

7. **Travel**
   The consultant is expected to travel

8. **Remuneration and budget (travel costs are excluded):**
   a. Remuneration: ***Payband level C (USD 500)***
   b. Expected duration of contract (Maximum contract duration is 11 months per calendar year): **11 Months**

Additional Information:

- This vacancy notice may be used to identify candidates for other similar consultancies at the same level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- If your candidature is retained for interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.
- For information on WHO's operations please visit: http://www.who.int.
- WHO is committed to workforce diversity.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- Consultants shall perform the work as independent contractors in a personal capacity, and not as a representative of any entity or authority. The execution of the work under a consultant contract does not create an employer/employee relationship between WHO and the Consultant.
- WHO shall have no responsibility whatsoever for any taxes, duties, social security contributions or other contributions payable by the Consultant. The Consultant shall be solely responsible for withholding and paying any taxes, duties, social security contributions and any other contributions which are applicable to the Consultant in in each location/jurisdiction in which the work hereunder is performed, and the Consultant shall not be entitled to any reimbursement thereof by WHO.
- Consultants working in Switzerland must register with the applicable Swiss cantonal tax authorities and social security authorities, within the prescribed timeframes (Guidelines issued by the Swiss Mission are available at: https://www.eda.admin.ch/missions/mission-onu-geneve/en/home/manual-regime-privileges-and-immunities/introduction/Manuel-personnes-sans-privileges-et-immunites-carte-H/Non%20fonctionnaires%20et%20stagiaires.html