

Becario 1: SHI Online adoption:

We are eager to find someone who will assist with the implementation of our new Staff Health Insurance portal, SHI-Online and its adoption by SHI members (PAHO staff and retirees and their families) in different country offices.

Required: **Working knowledge (or better) of Portuguese** and either English or Spanish (or both!); **good people skills**.

Profile: **graduate level**

Duties might include:

- Assisting SHI members in familiarization with the new portal
- Good communication skills and people skills
- Design helpful handouts and Frequently Asked Questions (FAQ) guides
- Critical thinking, to identify trends and suggestion solutions
- Troubleshoot IT access issues; enter an IT helpdesk ticket, as appropriate
- Other projects related to the Staff Health Insurance program

Dates: Summer, prefer to start by end of June or 1st week of July.

Becario 2: FRM processes review

The Financial Resources Management Department is looking to increase efficiency both within the department and for users of the finance business processes in our ERP system.

Required: **Someone methodical and detail-oriented, with a good grasp of systems**. Perhaps an (Organizational?) Engineer. **Strong written communication skills appreciated (either English or Spanish)**

Profile: **graduate level**

Duties might include:

- Studying FRM's major processes
- Reviewing the existing Job Aids and Standard Operating Procedures (SOPs) for accuracy and clarity
- Proposing ways to increase efficiency, such as: where manual processes and reports could be replaced by automated ones; where steps are redundant and could be eliminated, while maintaining appropriate internal controls; Propose alternate organizational diagram.
- Drafting new Job Aids and SOPs where documentation is weak.
- Other projects: Support in the organization of the accounting closure processes

Dates: Preference for Summer

La jornada en OPS (Organización Panamericana de Salud) es de 40 horas semanales de lunes a viernes. La organización no ofrece ninguna remuneración o compensación a los becarios, tan sólo una cobertura básica de salud. Facilitamos una carta a los becarios para que obtengan un visado G-4 para los Estados Unidos, pero la gestión del visado deben realizarla directamente los interesados.

Department of Finance Washington

Region of the Americas. Pan American Health Organization/World Health Organization

requirements to apply:

are at least twenty years of age on the date of application;

- are enrolled in a master's or are in the final year of a bachelor's program; or have graduated within the last six months from a bachelor's or master's
- are fluent in at least one of the working languages of the office of assignment; (Español o Inglés)
- are not related to a staff member as defined in Staff Rule 410.3 (i.e., spouse, children, parents, and siblings of the staff member or the children, parents, and siblings of the staff member's spouse);
- have not previously participated in PAHO/WHO's internship program at the same location in the Region of the Americas or at WHO;
- have strong writing, research, and organizational skills to support technical cooperation efforts;
- are able to work independently and demonstrate initiative and flexibility to effectively benefit from an internship at PAHO.

The minimum duration of an internship are 8 weeks and the maximum are 6 months.

To apply: send a CV to: puentexav@paho.org with copy to: mccurleb@paho.org