

EUROPEAN
CURRICULUM VITAE
FORMAT



PERSONAL INFORMATION

Name **JAKAB, Zsuzsanna (official name in Hungarian passport: dr. Jakab Ferencné)**

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Nationality Hungarian

Date of birth 17 May 1951

WORK EXPERIENCE

- Dates (from – to) From October 2003 until present
- Name and address of employer **Ministry of Health, Social and Family Affairs,**
6-8 Arany János utca, Budapest 1051, Hungary
Secretary of State
- Occupation or position held
- Main activities and responsibilities Responsible for the administration and management of EU integration, acting as an EU Member State, use of EU structural and social funds in our sector, supervision of the national public health program to improve the health status of the population in order to reduce the health gap as well as the international relations in health and social affairs.

- Dates (from – to) September 2002 - October 2003
- Name and address of employer **Ministry of Health, Social and Family Affairs,**
6-8 Arany János utca, Budapest 1051, Hungary
Permanent Secretary of State
- Occupation or position held
- Main activities and responsibilities Responsible for the Administration and Management of the Ministry of Health, Social and Family Affairs including planning, monitoring, evaluation of legislation and budget.
As the EU membership drew closer, this job was divided into two parts (internal and external) and I was appointed to the external dimensions to deal with the EU administration (see above)

- Dates (from – to) During the summer of 2002 – invited by the Hungarian Government – I resigned from my Director's post in WHO after 11 years to return to my country and help the EU integration process with my managerial and international experience. During the last two years I managed to ensure that the health and social sector is ready to act as an EU Member State successfully.

- Dates (from – to) October 2000 to September 2002
- Name and address of employer **WHO Regional Office for Europe, Denmark**
- Occupation or position held Director of Administration and Management Support
- Main activities and responsibilities Responsible for the work of the governing bodies, guidance of the overall strategic and operational planning, monitoring and evaluation; supervising the work of the WHO Collaborating

Centres in Europe; legal matters and traditional areas of administration, such as:

- human resource management;
- budget/finance;
- information technology;
- building, maintenance and conference services.

- Dates (from – to)
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

April - October 2000

WHO Regional Office for Europe, Denmark

Coordinator, Division of Information, Evidence and Communication

Responsible for establishing the new Division of Information, Evidence and Communication of the Regional Office for Europe of WHO and developing its mission statement, vision, strategy, activities, structure, staffing and resource needs. Run the Division until a new Director is selected as Acting Director.

- Dates (from – to)
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

September 1987 – April 2000

WHO Regional Office for Europe, Denmark

Director, Country Health development

To coordinate the collaboration of WHO/EURO with all the 51 European Member States as well as with international partners. Within this context to:

- supervising the work of several large programmes:
 - humanitarian assistance operations in the Region, including its country presence;
 - EUROHEALTH programme for development in Central and Eastern Europe as well as the Newly Independent States: to draw up collaborative agreements with 25 countries and monitor, evaluate their implementation in the priority areas such as: prevention and control of communicable and non-communicable diseases, mother and child health, lifestyles, environment and health, health service development
 - Coordination, external relations; strategic partnerships
 - Epidemiology, Statistics and Health Information;
 - Quality of Care and Pharmaceuticals;
 - Centre for Urban Health Development;
- guiding the process of renewal of the country work in the European Region of WHO , taking into account all relevant developments including the recommendations of the Director-General's Working Group on Partnership with countries (of which I was a member);
- guiding the EUROHEALTH external evaluation;
- developed the role of WHO in the integration process of the accession countries and in the Stability Pact negotiations,
- initiated a new planning process in the 6 increased allocation countries in the European Region to ensure the best " value for money " and to operationalize the Director-General's vision of "One WHO ",
- renewed the country presence in Europe and in particular the role of WHO liaison officers. I also reviewed the need for a strengthened infrastructure to support the country work in the light of the interregional transfer of funds.
- chaired three internal horizontal EURO Task Forces on Country Health Development, External Relations and Russia.

In the meantime, between February – June 1999, chaired the EURO Reform Task Force in the European region (initiated by the DG) and submitted the report and the recommendations to the Regional Director.

- Dates (from – to)
- Name and address of employer
- Occupation or position held
- Main activities and responsibilities

March 1997 – Sept 1997

WHO Regional Office for Europe, Denmark

Acting Director of Country Health Development

As above

- Dates (from – to)
- Name and address of employer
- Occupation or position held

17 December 1991 - March 1997

WHO Regional Office for Europe, Denmark

Coordinator, Policy and Country Programme, EUROHEALTH Programme

- Main activities and responsibilities
 - ensuring an integrated WHO support to the 14 countries of Central and Eastern Europe, in order to assist them in improving the health status of their population
 - setting up and guiding the work of the Liaison Offices in CCEEs
 - at the same time retaining the portfolio dealing with “policy issues” of the original Policy and Governing Bodies job (for which I applied when I joined WHO but due to financial constraint this post was frozen after a few months) and working as policy adviser to the Regional Director

- Dates (from – to) December 1975 - December 1991
- Name and address of employer **Ministry of Health and Social Welfare, Hungary**

- Occupation or position held
 - Several positions during this period, such as :
 - Director-General of the Department for International Relations (1989-91),*
 - Deputy Director General for the Department of International Relations (1988-89),*
 - Director of the Division for International Organizations (1983-88),*
 - Deputy Director of the Division for International Organizations (1982-83),*
 - Civil servant in charge of WHO collaboration (1975-82)*

- Main activities and responsibilities
 - Responsible for the external relations of the social and health sectors including multilateral and bilateral relations. In the 70ies and 80ies to develop good relations with the outside world and in the 90ies to start a new era in external relations as part of the political earthquake in Hungary. Initiate relations with the Council of Europe (member of the CDSP), Phare programme, IMF and WB. Continue good relations with WHO and other members of the UN family as well as bilateral relations. I attended every World Health Assembly, Regional Committee for Europe during the last 25 years and for 3 years I acted as an alternate member of Hungary on the Executive Board of WHO.

EDUCATION AND TRAINING

- Dates (from – to) 2002 - 2003
- Name and type of organisation providing education and training National Institute of Public Administration and Management
- Principal subjects/occupational skills covered
 - 1./ the system and functioning of the central state and government as well as their institutions
 - 2./ development and implementation of the budget, functioning of the state household
 - 3./ development and implementation of legislation, the “rule of law”
 - 4./ public administration and management, leadership skills
 - 5./ the structure and functioning of the EU as well as the EU legislation
 - 6./ state administration
- Title of qualification awarded postgraduate diploma (*szakvizsga* – equivalent to a postgraduate degree, like Master’s Degree) in public administration and management.

Based on these studies and exams – as Permanent Secretary of State which is the top civil service position in our sector – I was promoted to the core group of senior civil servants of the Hungarian Government (*főtisztviselő*).

- Dates (from – to) 1998 – 1999 (two full-time courses, one month each with several consultations afterwards leading up to the exam)
- Name and type of organisation providing education and training Nordic School of Public Health, Göteborg, Sweden
- Principal subjects/occupational skills covered public health and epidemiology
- Title of qualification awarded diploma of the two foundation courses in public health:
 - 1./ Public Health Sciences and Qualitative Methods
 - 2./ Public Health Science and Epidemiology

- Dates (from – to)

1977 - 1979

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|---|--|
| <ul style="list-style-type: none"> • Name and type of organisation providing education and training • Principal subjects/occupational skills covered • Title of qualification awarded | <p>University of Political Sciences, Budapest</p> <p>macroeconomics, political sciences, history of religions</p> <p>Postgraduate university degree</p> |
| <ul style="list-style-type: none"> • Dates (from – to) • Name and type of organisation providing education and training • Principal subjects/occupational skills covered • Title of qualification awarded | <p>1969-1974 onwards, 5 years full-time studies, equivalent to a Master's Degree</p> <p>Eötvös Lóránd University of Sciences, Faculty of Humanities, Budapest</p> <p>Political, social sciences as well as humanities: history, philosophy, literature, sociology, economics, linguistics and languages</p> <p>university degree (<i>egyetemi oklevél</i>)</p> |

PERSONAL SKILLS AND COMPETENCES

MOTHER TONGUE **HUNGARIAN**

OTHER LANGUAGES

<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p>ENGLISH</p> <p>excellent</p> <p>excellent</p> <p>Excellent</p>
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<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p>GERMAN</p> <p>Good</p> <p>Good</p> <p>Good</p>
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<ul style="list-style-type: none"> • Reading skills • Writing skills • Verbal skills 	<p>RUSSIAN</p> <p>Good</p> <p>Basic</p> <p>Basic</p>
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SOCIAL SKILLS AND COMPETENCES

- Communication skills with media, politicians, professionals, civil society, NGOs, staff to get messages through: throughout my professional career, in all my jobs, I had to communicate with a wide range of people, particularly in my recent Secretary of State job where I have regular contact with the press, media, politicians, international community and others. During my WHO time I did the same when I was on duty travels or missions in the countries, where I had to meet politicians, as well as all WHO counterparts and the media.
- Teambuilding, motivation, empowerment and training of staff has always been important for me to ensure affective, efficient, high-level work in a good and inspiring spirit.
- I developed skills to work in a multicultural environment during the 11 years in WHO partly where the staff reflected the geographical distribution of the region but also during my extended missions to the countries of the European Region as well as other regions. In my present job I also represent my country in various international events and receive representatives of the international arena and thus maintain this intercultural dialogue.

ORGANISATIONAL SKILLS AND COMPETENCES

Throughout my professional career – both at national and international level – I always held highly responsible managerial positions where I had to administer, manage and coordinate the work of a large number of staff, develop strategic and operational planning and ensure their

implementation, administer large projects and budget. The number of staff supervised by me ranged in the various positions between 80 and 600. During my Permanent Secretary of State position I was responsible for the whole budget of the Ministry and the sector, in my recent job I am in charge of the EU structural and social funds (both planning and implementation). While being the Director of Country Health in WHO, I was responsible for the country budget of the Regional Office for Europe of WHO.

Result-based management has always been my management style to make sure that the objectives, outputs, outcomes envisaged during the planning process are achieved in implementation.

I also acquired experience both in setting up new divisions, developing new jobs, programmes and institutions. Most recently the Hungarian Public Health Programme approved by our Parliament is a good example of this but also the new Division at WHO/EURO on Information, Evidence and Communication.

Similarly the management of change is an area where I have considerable experience.

TECHNICAL SKILLS
AND COMPETENCES

I have the necessary computer skills required for the job.
I also have good presentation skills and skills to get messages through and ensure adequate support for them.

ARTISTIC SKILLS
AND COMPETENCES

n/a

OTHER SKILLS
AND COMPETENCES

I have skills in strategic thinking and decision-making, which I practiced almost all the time during the last 15 years.

I have political sensitivity and good diplomatic skills, which I needed for almost all my responsibilities.

Last but not least I know how to work with countries successfully and what countries expect and require from the international community: I also know the EU public health activities well and the needs of the European countries in this respect, which is an asset for this job. Development of strategic partnerships is also one of my strengths.

During the competency assessment at the Development Dimensions International in Pittsburgh for the United Nations Resident Coordinator job all the above skills and competencies were tested and I passed the exams successfully and therefore I was put on the roster for placement. But then I resigned from my WHO job to come home and take up the Secretary of State job and therefore the placements have been frozen.

DRIVING LICENCE(S)

B type

ADDITIONAL INFORMATION

Contact persons:
Dr Jo E. Asvall, former Regional Director for Europe of WHO
Dr Marc Danzon, Regional Director for Europe of WHO
Dr Judit Csehák, former Minister of Health, Social and Family Affairs, Hungary
Dr Mihály Kökény, Minister of Health, Social and Family Affairs, Hungary
Dr Roberto Bertolini, Director of Technical Support Division, WHO/EURO

ANNEXES

[List any attached annexes.]