The Mission of WHO is the attainment by all peoples of the highest possible level of health

Vacancy Notice No: CAT 13 (WHE -3)/ SSA
Date: 27 September 2018
Title: Non-Communicable Diseases Officer (ROSTER)
Deadline for application : 11 October 2018
Duration of contract: Initially 12 months, with possibility of extension
Contract type: Special Services Agreement (SSA)
Level / Grade: SSA 8
Organization unit: Country Office for Bangladesh
Duty Station: Cox’s Bazar

Objectives of the Programme:
To provide technical assistance on prevention and control of noncommunicable diseases in the refugee and host community by ensuring provision of minimum service package for NCDs including assessment and management of common non-communicable diseases, healthy lifestyle counselling and monitoring and evaluation of NCD services in close cooperation with local and national health authorities.

Job Description:
Under the overall guidance of the WHO Representative in Bangladesh and the Incident Manager, Cox Bazar and direct supervision of the Health Operations and Technical Expertise lead, the incumbent supports the Health Operations Lead and be the focal for NCD activities in the camps and perform the following duties:

1. Assess and map existing capacity and services for NCDs provided for the refugees and host population in Cox’s Bazar.
2. Document available quantitative and qualitative evidence on magnitude and impact of NCDs to enable advocacy for action.
3. Further detail the minimum service package for NCDs including assessment and management of common conditions (cardiovascular risk, hypertension, diabetes, asthma and chronic obstructive respiratory disease), healthy lifestyle counselling and self-care.
4. Develop strategies working with health sector and community based organizations on promotion of tobacco control, including smoke-less tobacco.
5. Adapt existing national guidelines, treatment protocols and modules on prevention and control of NCD for refugees for the camps.
6. Develop and organize training on these protocols and modules.
7. Support health facilities in the camps for refugees to operationalize the minimum service package for NCDs.
8. Develop effective referral mechanisms for NCD assessment and management based on service mapping.
9. Define health facility indicators for noncommunicable diseases and support regular reporting of these in the camps.
10. Advocate and provide technical support for procurement of essential NCD medicines and equipment as and where needed.
11. Monitor and evaluate implementation and quality of NCD services.
12. Participate as a resource person in training/orientation programmes in the related areas for capacity building.
13. Perform any other related duties as assigned.

Required Qualifications:

Education:

Essential
- A Medical Degree (M.D) from a recognized university.

Desirable
- An Advanced university degree in public health (MPH) or other relevant discipline.

Experience:

Essential
- At least 5 years of experience as clinician with treating and management of non-communicable diseases.
Desirable

- Prior humanitarian work experience at field level with WHO, other UN agencies or INGOs and experience in emergency and refugee settings is advantageous.

**Additional Functional Knowledge and Skills:**

- Ability to collaborate with different institutions, organizations and personalities from the Government, NGO and private sectors, ability to work independently and creatively, willingness to travel;
- Ability to work in cross-cultural environment and in a team;

**Competencies:**

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Building and promoting partnerships across the organization and beyond
5. Producing Results

**Languages:**

**Essential**

- English language proficiency.

**Desirable**

- Knowledge of Bangla, Chittagonian, Rohingya.

**Computer Literacy:**

- Proficient in using computer software applications (MS-Office) to produce reports, prepare correspondences, composing e-mails and create multi-media presentations

**Annual Salary & others Benefits:**

**Annual Salary**

BDT 15,98,268/= to 19,90,536/=  

**Other Benefits**

**WHO Offers locally competitive packages such as:**

- Health Insurance; Accident and illness insurance;
- Annual Leave (18 days per year)
- Sick leave (12 days per year);
- WHO and Government Holidays

**NOTE:**

1) This vacancy notice is for ROSTER purpose. Qualified Candidates will be evaluated and interviewed should there be any future openings.

2) Applicants should send a brief Resume of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed Personal History Form (PHF), Screening Questions, and scanned copies of educational certificates.

3) Please send your applications only via email to: sebanrecruitment@who.int The email and the attachment should not be exceeding 1MB.  
We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

4) WHO Personal History Form (PHF) and detailed vacancy notice can be downloaded from: http://www.searo.who.int/bangladesh/about/employment/en/

5) A written test using computer and interview will be held only for qualifying candidates.

6) This vacancy is open to Bangladeshi Nationals (all genders) only. Qualified female candidates are encouraged to apply

"WHO is committed to workforce diversity". *Any attempt to unduly influence on WHO’s selection process will lead to automatic disqualification of the applicant.*

WHO has a smoke-free environment and does not recruit smokers or other tobacco users
I confirm that my **Personal History Form** has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes □  No □

Kindly respond to the questions below to the best of your ability:

1. Do you smoke or use tobacco products?
   
   Yes □  No □

2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)
   
   Yes □  No □

3. Do you have MBBS / Medical Degree?
   
   Yes □  No □  if yes, please specify ………………………………………………………………………

4. Do you have An Advanced university degree in public health (MPH) or other relevant discipline?
   
   Yes □  No □  if yes, please specify ………………………………………………………………………

5. Do you have at least 5 years of experience as clinician with treating and management of non-communicable diseases?
   
   Yes □  No □

6. Do you Prior humanitarian work experience at field level with WHO, other UN agencies or INGOs and experience in emergency and refugee settings?
   
   Yes □  No □

7. Do you have any close relative employed by WHO or other international organizations?
   
   Yes □  No □

I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date: ........................................  Full Name: .................................................................

Place: .........................................  Signature: .........................................................