

## VACANCY NOTICE

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

**Vacancy Notice No:** CAT 12 (HSE-5)/ SSA

**Date:** 10 February 2018

**Title:** Data Manager (ROSTER)

**Deadline for application :** 2 March 2018

**Duration of contract:** Initially 12 months (may be extended)

**Contract type:** Special Services Agreement (SSA)

**Level / Grade:** SSA 7

**Organization unit:** Country Office for Bangladesh

**Duty Station:** Cox's Bazar, Teknaf, Ukhia, Bangladesh

### **Objectives of the Programme:**

To provide technical assistance to the government of Bangladesh in building capacity for routine immunization activities and surveillance for vaccine preventable diseases, aiming to increase access for safe immunization for all eligible age group, introduce new cost effective vaccines, respond public health emergencies, expand vaccine preventable diseases surveillance, sustain polio free status and measles elimination.

### **Job Description:**

Under the technical supervision of the Function Lead of Information Management/Epidemiology and overall supervision of the Incident Manager, the Data Manager shall:

1. Assist the function lead of information management/epidemiology in evaluating and improving the data management system,
2. Assist in developing a system for the efficient analysis and presentation of data on surveillance and epidemiology,
3. Assist in data entry,
4. Clean and analyze data and prepare tabular and graphics presentation materials related to any of the data mentioned above,
5. Support in coordinating data management,
6. Regularly update databases and share the important information to WCO BAN and SEARO as needed,
7. Update information in vSHOC,
8. Provide timely and relevant information to assist analysis and use of information for decision-making, planning, advocacy and resource mobilization,
9. Support training on data management,
10. Provide assistance for liaison work with partner agencies and the government for information and data related matters and
11. Perform any other relevant task/s assigned by the Supervisor.

### **Required Qualifications:**

#### **Education:**

##### **Essential**

- Bachelor's degree in public health, science or related field

##### **Desirable**

- Post graduate degree in statistics or public health or relevant fields -Certified training in public health, epidemiology or disease control

#### **Experience:**

##### **Essential**

- At least 3 (three) years of experience in public health data management or statistics

##### **Desirable**

- 3 (three) years of experience in data management. Experience in management of large databases in health, experience in software development;
- Working experience in United Nation system, or international organizations will be an added value.

### Additional Functional Knowledge and Skills:

1. Excellent knowledge in data management and analysis;
2. Ability to interface with different systems and data;
3. Good managerial and communication skills;
4. Critical and analytical thinking, attention to detail, clear verbal and written communication skills;
5. Analytical skills to identify critical issues;
6. Ability to maintain a high standard of personal conduct;
7. Ability to prepare high quality reports.

### Competencies:

8. Teamwork
9. Respecting and promoting individual and cultural differences
10. Communication
11. Building and promoting partnerships across the organization and beyond
12. Producing Results

### Languages:

- High level of proficiency in English and Bengali.

### 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 1,215,216/= to 1,490,484/=

#### **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](mailto: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*

## Screening Questions

### Data Manager - ROSTER

Contract Type: Special Services Agreement, Level SSA- 7

Ref: CAT 12 (HSE-5)/ SSA - 7

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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 Post graduate degree in statistics or public health or relevant fields.

Yes  No  if yes, please specify .....

5. Do you have at least 3 years' working experience in Public Health or preventive Medicine?

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: .....