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

Vacancy Notice No: CAT-1 (IVD-9)/SSA 9  
Date: 19 November 2019

Title: Data Manager (ROSTER)  
Deadline for application: 10 December 2019

Duration of contract: Initially 12 months (may be extended)  
Duty Station: Dhaka, Bangladesh

Contract type: Special Services Agreement  
Organization unit: Country Office for Bangladesh

Objectives of the Programme:

To strengthen surveillance and response to all vaccine preventable diseases (VPD) including increasing and maintaining immunization coverage for all Expanded Programme on Immunization (EPI) vaccines, surveillance of vaccine preventable diseases; to eradicate transmission of wild poliomyelitis; measles elimination, to introduce new and underutilized vaccines, to transfer technology for the laboratory diagnosis of VPD and strengthen capacity of national regulatory authorities.

Job Description:

Under the overall guidance of the WR Bangladesh and Team Leader – IVD and the direct supervision of WHO IVD NPO – EPI Surveillance and in close collaboration with the concerned Immunization and Vaccine Development (IVD) staff in WCO and SEARO the incumbent will provide technical support in data management in polio eradication, measles elimination and rubella control and will perform the following duties:

1. Provide assistance to the WHO-IVD Unit and GOB-EPI in evaluating and improving the data management system, including AFP, Measles and other VPD Disease surveillance, Adverse Events Following Immunization, logistics and vaccine supply, cold chain, human resources, vaccination coverage reporting, and EPI service quality;
2. Identify critical points for data analysis and data sharing quality improvement; Data entry when needed.
3. Maintain and organize hard copies of data forms as needed for periodic review for programmatic purposes and for expert committees;
4. Design software for the efficient analysis and presentation of data mentioned above;
5. Clean and analyze data and prepare tabular and graphic presentation materials related to any of the data mentioned above;
6. Coordinate data management in the area of EPI programme with other diseases surveillance;
7. Regularly update databases and feed forward data periodically to SEARO as per the requirements of disease reduction goals;
8. Ensure data quality is maintained, and make necessary follow up with the stakeholders in order to achieve highest standard of data quality;
9. Provide training in software applications and data management and analysis for staff from the GOB-EPI and for WHO-IVD programme;
10. Provide assistance in liaison with other agencies in the MOHFW and elsewhere as needed for information and data related matters; such agencies may include the Health Information Unit, Institute of Epidemiology Disease control, and research, Bangladesh Bureau of Statistics, Directorate General of Family Planning, Ministry of Local Government and Rural Development, UNICEF;
11. Manage shape files (digital maps) and administrative codes updated, production of high quality maps, linkage of vaccine preventable disease surveillance and immunizations data with digital maps;
12. Provide timely relevant information to ongoing and rigorous process of analysis and use of immunization programme data for preparation of information required for re-programming, advocacy and resource mobilization;
13. Support integration of EPI surveillance with DHIS;
14. Any other task assigned by the supervisor

Required Qualifications:

Education:

Essential

- Bachelor’s Degree in public health, science, management information system or related field.
- Post graduate degree in statistics or public health or relevant fields training in public health, epidemiology or disease control
**Experience:**

**Essential**
- Seven years of experience in EPI and VPD data management, health information system. Experience in management of large databases in health, experience in software development, DHIS, GIS and other working experience in United Nation system, or international organizations will be an added value.

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

**Additional Functional Knowledge and Skills including personal qualities and human relationships:**

1. Excellent knowledge in data management and analysis; use of different visualization software.
2. Good managerial and communication skills;
3. Analytical skills to identify critical issues;
4. Knowledge in epidemiology, EPI
5. Other Skills (e.g. IT): Proficiency in Microsoft Office suite, and working knowledge of Enterprise Resource Planning (ERP) applications.

**Competencies:**
- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Building and promoting partnerships across the organization and beyond
- Producing Results

**Languages:**

**Other information:**
- Only shortlisted candidate will be contacted
- Candidate will undergo a theoretical and practical competitive selection process.
- Selected candidate should be ready work in the duty station assigned for minimum period of two years. However if vacancy arises in other duty station based on programme need candidate could be transferred.

**Annual Salary & others Benefits:**

**Annual Salary**
- BDT 22,94,712/=  

**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. Please write to which position you are applying in the subject of the email.

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
Contract Type: Special Services Agreement, Level SSA-9
Ref: CAT 1 (IVD-9)/ SSA - 9

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 Bachelor/Master degree from recognized university or equivalent?
   Yes □ No □ if yes, please specify ………………………………………………………………..

4. Do you have master degree preferably in Computer Science/Statistics/Public Health or have Social Science background?
   Yes □ No □ if yes, please specify ………………………………………………………………..

5. Do you have at least 7 years working experience in EPI, data management; health related Management Information System (MIS), DHIS, GIS and software development with GOB and international NGOs?
   Yes □ No □

6. Do you have Analytical skills to identify critical issues and Knowledge in epidemiology, EPI?
   Yes □ No □

7. Have you ever faced any harassment case?
   Yes □ No □

If yes, explain:

8. Do you have any relatives employed by WHO or other international organizations?
   Yes □ No □

If yes, please specify the details below:

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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: .........................................................