Vacancy Notice No: CAT 1 (TB-4)/ SSA
Title: District Medical Officer
Duration of contract: Initially one year (may be extendable)
Contract type: Special Services Agreement
Level: SSA 8

Date: 27/09/2018
Application Deadline: 11/10/2018
Duty Station: Anywhere in Bangladesh
Organization unit: Country Office for Bangladesh

OBJECTIVES OF THE PROGRAMME:

The overall objective of the Programme is to support MOH&FW for strengthening the health sector capacity to manage TB treatment and coordination on delivering quality TB services in Cox’s Bazar.

PURPOSE OF THE ACTIVITY:

To support the Civil Surgeon at the district hospital in Cox’s Bazar.

SUMMARY OF ASSIGNED DUTIES:

Under the overall guidance of the WHO Representative to Bangladesh and direct supervision of the WHO Medical Officer, the incumbent will support the activities through carrying out the following duties;

- Coordinate overall activities for the emergency response on TB in Cox’s Bazar with different stakeholders.
- Supervise overall coordination for the emergency response on TB in Cox’s Bazar.
- Supervise and provide administrative support and technical support for quality assured laboratory performance and standard diagnostic facilities.
- Ensure anti-TB treatment (drug sensitive and DR TB).
- Ensure stock management, data management, analysis, interpretation and feedback to central and field level staff.
- Conduct supervisory visit and facilitate the supervisory visit from central level.
- Schedule regular coordination meeting to discuss the progress and challenges.
- Monitor ASCM activities in Cox’s Bazar as well as in the camps.
- Monitor capacity building activities.
- Submit monthly report and a final draft report to WHO Bangladesh.

REQUIRED QUALIFICATIONS

Education:

Essential:
- MBBS from a recognized Medical College with valid Bangladesh Medical & Dental Council registration or four years Bachelor degree in relevant field. Post graduate / Master’s degree in relevant field.

Desirable:
- Training on TB control.

Experience:

Essential:
- At least 5 years of experience in public health field.

Desirable:
- Working experience on TB control program in the national TB program and/or WHO/UN agencies and/or NGOs.
Functional Knowledge and Skills:

**Essential:**
- Thorough knowledge of implementation and management of country wide health related WHO-GoB collaborative programme. Demonstrated ability to work in harmony with national/international staff/expert. Excellent writing skills including ability to present technical information, ability to produce results.

**Desirable:**
- Good knowledge of WHO/UN/NGO administrative and financial rules, processes and procedures.

**Competencies:**
- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Ensuring the Effective Use of Resources.
- Creating an Empowering and Motivating Environment.

**Languages:**
- Excellent writing/reporting and editing skills, communication and presentation skills in English and Bengali.

**Computer Literacy:**
- Proficient in using a computer to produce reports, prepares correspondence, composes E-mails and creates multi-media.

**Salary & others Benefits:**
- **Annual salary range:** BDT 15,98,266 =/ 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, Compensatory Time Off etc.

**NOTE:**
1. A Personal History Form (PHF) should be downloaded from [http://www.searo.who.int/bangladesh/about/employment/en/](http://www.searo.who.int/bangladesh/about/employment/en/) and duly filled against the position.
2. Applicants should submit a brief resume of their relevant experience, explaining reasons for being suitable of the post, together with completed PHF, screening questions, and scanned copies of educational certificates. **The email and the attachment should not be exceeding 1 MB.**
3. Please send your application via email to [sebanrecruitment@who.int](mailto:sebanrecruitment@who.int).
4. A written test using computer and interview will be held only for qualifying candidates.
5. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
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**
VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:

District Medical Officer

Contract Type: Special Services Agreement, Level SSA-8

Ref: CAT 1 (TB-4)/ SSA

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 Medical Graduate (MBBS) or four years Bachelor degree in relevant field?
   Yes □ No □

4. Do you have at least 5 years’ experience in public health field?
   Yes □ No □

5. Do you have any relatives working with WHO? If yes, please give details below:
   Yes □ No □

6. Have you ever faced any harassment case?
   Yes □ No □
   If yes, explain:

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