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

Vacancy Notice No: CAT-12 (WHE-1)/SSA  
Date: 16 January 2019

Title: Executive Assistant-Coordination (Roster)/ SSA5  
Application Deadline: 06 February 2019

Duration of contract: Initially one year (with possibility of extension)  
Duty Station: Dhaka

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

OBJECTIVES OF THE PROGRAMME:

The objective of the programme is to deliver WHO Core functions at country level with a focus on the Organization’s directing and coordinating role for international health as expressed in the Constitution. The immediate objective is to develop and sustain WHO as a flexible, learning Organization, enabling it to carry out its mandate more efficiently and effectively.

The incumbent will support the coordination between WHO HQ, Regional Office and Cox’s Bazar office to facilitate deployments for the Emergency Response at Cox’s Bazar Rohingya Crisis and support the smooth processing of the administrative pre-arrival, arrival and exit formalities for staff, consultants, SSAs, visitors and STPs incoming to and outgoing from Cox’s Bazar.

SUMMARY OF ASSIGNED DUTIES:

Under the overall guidance of the Administrative Officer and the direct supervision of the Technical Officer, the incumbent operates from WCO Dhaka office and serves as the Focal Point of coordination desk of WHO Cox’s Bazar Office. Specific role of the incumbent includes:

1. Serve as first point of contact to staff, consultants, travellers, visitors, SSAs and SBPs, etc who come to WCO Bangladesh in support of the Cox’s Bazar emergency operation and coordinate the pre-arrival, arrival and exit formalities including briefings to the newcomers.

2. Extract information from various sources – emails, travel schedules, updates from SEARO and HQ to keep accurate and live records and monitoring sheet on deployment to WHO CXB and share the updated list to CXB, WCO and SEARO on regular basis.

3. Provide support to the tripartite ongoing Cox’s Bazar Emergency HR Coordination meeting among SEARO, WCO and CXB, by providing an updated list of all deployees including those anticipated for the forthcoming week to ensure advance preparation including briefings are well planned and communicated to the relevant colleagues.

4. Obtains newcomers personal details (copy of passport, etc.), reporting form, contract/deployment from the coordinating Unit in HQ/SEARO to arrange Note Verbal (NV) and submits to appropriate requesting staff of HQ/SEARO.

5. Facilitates Visa on Arrival (VOA) letter, for urgent deployments and submitting the letter to appropriate requesting staff of HQ/SEARO. Once deployed on VOA, apply for A2 category multiple entry visa from Dhaka.

6. Upon receipt of the travel itinerary of newcomers, ensure fulfilment of the admin formalities including hotel reservation, airport pickup and transport to visit WCO BAN.

7. Prepares a briefing programme to be attended by the individual to be deployed to CXB in WCO BAN and coordinating the briefing session accordingly and maintain records to ensure adequate briefings have been given by key WCO staff.

8. Follow up on UNDSS security clearance for the travel from Dhaka to CXB and return through (TRIP).

9. Arrange air tickets through travel agents. Raising Travel Requests through GSM to cover domestic ticket cost. Communicates the travel itinerary of deployees to CXB for airport pickups and hotel reservations

10. Maintain a list of incoming deployees to CXB separately to monitor their movement to ensure all required Admin/Operational support services are arranged promptly before and after arrival to Bangladesh. In case extensions or date changes, follows up to ensure appropriate actions are taken including extension of visa.

11. Support maintenance of accurate absence and leave management to deployed staff and consultants to ensure entitlements such as R and R are properly managed through prior Travel Requests in GSM.

12. Following up on the invoices from the Travel Agents and paying through GSC – accounts payable in close collaboration with Finance unit in WCO.

13. Any other related task assigned by TO or AO.
Required Qualifications:

**Education:**
**Essential:** Bachelor Degree from any recognized University.

**Desirable:** Master’s degree in administration, management, economics or other relevant areas.

**Experience:**
**Essential:** Minimum of 3 years’ relevant work experience.

**Desirable:**
- Experience in programme, research, or programme support in UN agency, International Organization, NGO, Multinational Company, Bank etc.
- Experience in Oracle-based or other ERP system would be an added advantage.

**Additional Functional Knowledge and Skills:**
- Ability to carry out a wide variety of tasks.
- Ability to take notes and prepare draft documents/correspondence.
- Proficiency in MS Office software (i.e. word processing, excel, outlook, power point, access etc.).
- Experience in GSM/Oracle-based or other ERP system is desirable.
- Knowledge of public health system and services in Bangladesh.
- Organizational skills: deadline compliance, proactive action.
- He/she keeps abreast of changes in procedures and practices, rules and regulations, organizational structure, in the department, the cluster and WHO, to be able to brief others and explain procedures.

**Competencies:**
- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment

**Languages:**
Excellent knowledge of spoken and written English.

**Annual Salary & others Benefits:**
BDT BDT 636,324/= to 1,024,944/=  
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.
VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY

You are submitting your application for the following vacancy:

Executive Assistant- Coordination (Roster)
Contract Type : Special Services Agreement, SSA-5
Ref: CAT-13 (WHE-1)/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 Bachelor degree from any recognized university?
   Yes ☐  No ☐

4. Do you have minimum three years relevant work experience in secretarial or clerical position?
   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: ........................................................................................................
• Ensure that changes to deployment plans are shared with colleagues in WCO Bangladesh responsible for TRs, travel arrangements.
• Prepare the Deployment update list for email distribution each Thursday afternoon for the HRO.
• Update the summary of Deployment Statistics by Thursday afternoon weekly.
• Provide ongoing administrative support to the Cox’s Bazar emergency operation in accordance with the directions and guidance provided by the Administrative Officer.