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

**Vacancy Notice No:** CAT-13 (WHE-22)/SSA-5  
**Date:** 26 December 2019

**Title:** Executive Assistant-Data Management  
**Application Deadline:** 15 January 2020

**Duration of contract:** 12 months (with possibility of extension)  
**Duty Station:** Cox’s Bazar, Bangladesh

**Contract type:** Special Services Agreement  
**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 particular 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.

This individual will support the programme by providing administrative and programme services.

**PURPOSE OF THE ACTIVITY:**

1. To supervise and update EWARS
2. To contribute to field investigations of alerts
3. To support hotline calls for EWARS Support

**SUMMARY OF ASSIGNED DUTIES:**

Under the overall supervision, guidance and monitoring of Information Management and Epidemiology Lead all EWARS conditions will be accurately entered and updated as relevant. Executive Assistant (Data Management) will be assigned.

The incumbent will carry out the following roles and responsibilities;

- Assists to organize and improve the data management system of different activities and surveillance data under WHE Programme;
- To enter, clean and analyze data and prepare tabular and graphics presentation materials and reports on activities under WHE;
- Assists to provide routine administrative support to the WHE programme in planning and implementing programme interventions; maintaining records; and preparing monthly, quarterly and annual reports;
- Contribute to the development and use of innovative tools and to design customized software for efficient analysis and presentation of data for immunization campaigns and routine activities
- Assists to maintain hard and softcopies of data from reports for periodic evaluation for programmatic purpose and for expert committees;
- Assists to train manpower from various levels and partners on electronic and manual record keeping and reporting in prescribed forms;
• To provide secretarial assistance in organizing meetings, conducting trainings, and other activities;
• To support programme by maintaining routine correspondence and liaise with relevant units/ NGOs and sector stakeholders involved under the programme;
• To perform any other task assigned by the Supervisor.

REQUIRED QUALIFICATIONS:

**Education:**
**Essential:** Bachelor’s degree in the relevant field.

**Desirable:** N/A

**Experience:**
**Essential:** Minimum of 3 years’ experience of which at least 1 year experience working in data management and related areas.

**Desirable:**
Previous experience of working in emergency situations.
Advanced knowledge of MS office specially MS Excel (data analysis)

**Skills:**

**Functional Knowledge and Skills:**

- Previous experience of working in emergency issues
- Ability to interact with government counterparts on administrative and support Ability to establish harmonious working relationships as part of a team;
- Ability to maintain a high standard of personal conduct;
- Ability to prepare reports independently.

**Competencies:**

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

**Languages:** Excellent writing/reporting, communication and editing skills.

**Computer Literacy:** Proficient in using computer software applications: MS – Office

**Annual Salary & others Benefits:**

**Annual salary range:** BDT 687,230.00/= to 1,106,940.00/= 

**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

**NOTE:**
1. A Personal History Form (PHF) can be downloaded from http://www.searo.who.int/bangladesh/about/employment/en.

2. Applicants should submit a brief resume of their relevant experience, explaining reasons for being suitable for 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 with the subject in which position you are applying.

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:
Executive Assistant - Data Management
Contract Type: Special Services Agreement, Level SSA-5
Ref: CAT-13 (WHE-22)/SSA 5

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's degree in the relevant field?
Yes □ No □

4. Do you have at least 3 years of experience of which at least 1 year experience working in data management and related areas?
Yes □ No □

5. 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: .................................................................