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

Vacancy Notice No: CAT 13 (WHE-3)/SSA

Date: 26 January 2019

Title: Executive Assistant – Human Resources & Travel / SSA5 (Roster)

Application Deadline: 17 February 2019

Duration of contract: Initially one year (may be extendable)

Organization unit: Country Office for Bangladesh

Duty Station: Cox’s Bazaar, 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.

SUMMARY OF ASSIGNED DUTIES:

Under the guidance of Admin & Finance Officer Cox’s Bazar and the direct supervision of the Incident Manager, the incumbent performs the following duties:

HR & Records management:

1. Assist in preparation of shortlist for applicants based on eligibility, qualification and competencies and position requirements relating to the recruitments for the CXB office.
2. Follow-up and support new arrivals including scheduling and facilitation of induction/orientation sessions in Cox’s Bazar to ensure new staff, consultants and SSAs are adequately briefed on their roles and expectations.
3. In close coordination with the WCO HR and EA Coordination, ensure appropriate onboarding and exit formalities are in place including timely submission of performance evaluation and end of mission reports for consultants.
4. Maintain records of SSA holders working for the emergency program in CXB including copies of contracts, leave records, end of contract evaluation reports etc., and liaise with the central HR team for the timely extension of SSA contracts.
5. Maintain records of staff, consultants, and others deployed to CXB ensuring copies of contracts, reporting forms, leave records, assignment reports, technical evaluation and clearance certificates are adequately maintained.

Travel:

6. In consultation with AFO, determines the R&R entitlement of deployees, where applicable, raise R&R Travel Authorizations and maintain records of pre and post travel documentation like travel authorization, boarding pass and invoices for payment travel cost etc.
7. Initiate Travel Authorization for duty travel of staff and deployees and make bookings in coordination with WCO Dhaka.
   Assist missions and delegations visiting CXB in making travel arrangements and hotel reservations in coordination with the Operations Logistics team assistant.

General Admin Support

8. Drafts/prepares general correspondences ensuring grammatical accuracy, spelling, format and conformity with procedural directives and assist in preparing technical presentations.
9. To provide General Administration Support to the Technical Team as and when required
10. To carry out any other related jobs as requested by the supervisor
REQUIRED QUALIFICATIONS

Education:

Essential: University degree in Human Resources, Management, Administration, Finance/Accounting or related field from a recognized University.

Desirable: Any advance relevant training.

Experience:

Essential: Minimum of 3 years' relevant work experience in human resources, travel and related general administrative and support areas.

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

Skills:

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 range: BDT 636,324/= to 1,024,944/= 

Other benefits:

- 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) 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.

2) Please send your applications only via email to: sebanrecruitment@who.int. The email and the attachment should not be exceeding 1MB. Quoting “………..” as the subject.
   We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.

3) WHO Personal History Form (PHF) and detailed vacancy notice can be downloaded from:
   http://www.searo.who.int/bangladesh/about/employment/en/

4) A written test using computer and interview will be held only for qualifying candidates.
5) 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

You are submitting your application for the following vacancy:

Executive Assistant – Human Resources & Travel / SSA5 (Roster)

Contract Type: Special Services Agreement, Level SSA-5

Ref: CAT 13 (WHE-3)/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 university degree in Human Resources, Management, Administration, Finance/Accounting or related field from a recognized University?
   Yes □ No □

4. Do you have minimum three years relevant work experience in human resources, travel and related general administrative and support areas?
   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: ……………………………………………………………………………