Executive Assistant (Programme) - (1904892)

Grade: G5
Contractual Arrangement: Temporary appointment under Staff Rule 420.4
Contract duration: 24 months
Posting Date: Nov 13, 2019, 11:15:01 AM
Closing Date: Dec 5, 2019, 4:29:00 AM
Primary Location: Bangladesh-Dhaka
Organization: SE_BAN WR Office, Bangladesh
Schedule: Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

**OBJECTIVES OF THE PROGRAMME**

The objective of the WHO Bangladesh Country Office is to implement the Country Cooperation Strategy by supporting the Bangladesh Government in the formulation, implementation and evaluation of national health policies, strategies and plans and developing and managing WHO's technical cooperation programmes. WHO provides guidance and technical support in organizing the humanitarian health response and in revitalizing the capacity of the health sector to rebuild and recover from emergencies inappropriate and sustainable ways. The Country Office develops a two-way collaboration with the Government of Bangladesh in support of their efforts of achieving national health goals; of ensuring the attainment of universal health coverage and of contributing to global and regional public health action by providing need-based technical assistance in national level policy formulation, setting norms and standards, improving knowledge dissemination and management, monitoring country health situation and building sustainable institutional capacity, to play greater leadership role in different national level policy and technical forums. Within the framework of the Collaborative Country Cooperation Strategy, the Health Systems Programmer's objective is to promote universal health coverage through strengthening primary health care. The Programme supports the Government of Bangladesh in advocating for amore integrated human resource development; ensuring delivery of quality and integrated people-centered services; ensuring equity in national health policies, strategies and plans through formulation of legal and regulatory frameworks to implement the Health Care Finance Strategy and further strengthening capacities in generating information and utilizing evidence as well as in ensuring quality medical produce.

**DESCRIPTION OF DUTIES**

Under the overall guidance of WHO Representative (WR-BAN) and the direct supervision of the Team Leader (Health Security and Emergency), the incumbent provides the following secretarial and administrative support to the Health Security and Emergency Programme:

1. Receives, screens and logs incoming correspondences, reports, documents, etc. and routes to supervisor with full background information; maintains a follow-up system on responses and deadlines; renew pass-book, UNLP, registration and fitness of project vehicle in due time; liaises with government officials for smooth functioning of programme activities.
2. Takes notes and transcribes non-technical and technical correspondence, drafts/prepares general correspondences (not involving policy on technical knowledge) on brief instructions or own initiative; types statements, reports, studies, including statistical tables etc., ensuring grammatical accuracy, spelling, format and conformity with procedural directives; obtains documents and information from other programmes agencies/institutions as required.
3. Checks electronic communication on regular basis and responds to queries appropriately; assists supervisor in the orientation of supporting staff under programme managers on WHO administrative and financial rules and procedures; supports and cooperates with national counterparts in implementation of programme activities.
4. Arranges appointments for supervisor, maintains Supervisor's calendar, screens and receives visitors and telephone calls with tact and discretion; makes appointments, answer queries and/or redirect visitors with diplomacy and courtesy obtaining background information on the purpose of appointments.
5. Opens and maintains standard and electronic filing system; maintains policy, confidential and general files and reference system; maintains the WHO Manual, SEAR Handbook, address list and other reference documents; keeps office equipment safely, maintains inventory with handing over and taking over documents; maintains cleanliness and security of the project office equipment.
6. Makes searches, compiles and maintains information /documents relevant to the programme for preparation of report and documents; assists in preparing the programme implementing instruments using WHO devised on line system and monitor the project's implementation regularly; prepares financial instrument and other related documents online; maintains and updates internal data bases.
7. In the absence of supervisor, prepares briefs or notes on matters relating to the programme; obtains documents and information from other programmes and agencies/institutions as required; ensures that technical reports and documents are maintained in line with WHO standards, rules, practices and procedures.
8. Provides support in organizing meetings, workshops and seminars with government counterparts and other development partners related to programme implementation as advised by the supervisor; provides administrative and secretarial support to the national counterparts and programme managers and responds to queries appropriately; ensures that secretarial support is available, as necessary, to obtain briefing and background materials; checks availability of the concerned professional staff and ensure that they have the appropriate briefing files and documents.
9. Makes travel arrangements for Supervisor, official visitors and other project staff; and
10. Performs other related duties as required;

**REQUIRED QUALIFICATIONS**

**Education**

**Essential:** Completion of Secondary, technical or commercial school.

**Desirable:** Training in administrative matters and office practices and procedures.

**Experience**

**Essential:** At least five years of secretarial / clerical work experience.

**Desirable:** Working experience in clerical / secretarial related work in WHO or another UN agency.

**Skills**

Very good knowledge of modern office procedures and practices, ability to draft correspondence, compile information and prepare summaries, take notes and produce required drafts, ability to carry out a wide variety of office management tasks; Knowledge of public health system and services in Bangladesh and ability to work in an organize and methodical manner. The incumbent maintains and updates proficiency in the use of modern office technology through in-house courses, on-the-job training and/or self-training. He/she keeps abreast of changes in procedures, practices, regulations, rules, and organizational structure in WCO-BAN.

**WHO Competencies**

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Ensuring the effective use of resources

**Use of Language Skills**

**Essential:** Expert knowledge of English. Expert knowledge of Bangla.

**REMUNERATION**

WHO offers staff in the General Services category an attractive remuneration package, which for the above position includes an annual net base salary starting at BDT 1,292,596 (subject to mandatory deductions for pension contributions and health insurance, as applicable) and 30 days of annual leave.

**ADDITIONAL INFORMATION**

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: http://www.whed.net/. Some professional certificates may not appear in the WHED and will require individual review.

- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO’s operations please visit: http://www.who.int.
- WHO is committed to workforce diversity.
- WHO’s workforce adheres to the WHO Values Charter and is committed to put the WHO Values into practice.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.