



# World Health Organization

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## Bangladesh

### VACANCY NOTICE

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

**Vacancy Notice No:** CAT-12 (HSE-2)/SSA

**Date:** 10 February 2018

**Title:** Executive Assistant (Roster)/ SSA 5

**Application Deadline:** 2 March 2018

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

**Duty Station:** Anywhere in 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.

#### SUMMARY OF ASSIGNED DUTIES:

Under the guidance of the Incident Manager and the direct supervision of the Health Logistic Officer, the incumbent performs the following duties:

1. Drafts/prepares general correspondences ensuring grammatical accuracy, spelling, format and conformity with procedural directives and assist in preparing technical presentations.
2. Supports smooth functioning of category activities by ensuring all relevant and timely follow-ups with government and other counterparts, as required.
3. Provides team members with timely information on project and task budget ceilings, award budgets, expenditure, and funds available, as required.
4. Reviews and verifies various contractual documents and corresponding materials, purchase requests, and contract extensions/renewals to ensure compliance with existing rules and procedures.
5. Monitors budget and expenses of the relevant program, and provides budgetary and financial data including analysis for preparation of progress and donor reports.
6. Act as a focal point in travel support and logistics arrangements in meetings, workshops, and seminars with government counterparts and other development partners.
7. Using GSM/Oracle, prepare travel requests for official WHO travel. Make flight and hotel reservations, prepare travel files and deal with other related matters as requested or on own initiative.
8. Initiate, through Oracle/GSM procurement module, Agreements for Performance of Work (APW), Technical Services Agreements (TSA), and General External Services (GES) requests. Monitor and record receipt of deliverables, and initiate and monitor payments as needed.
9. In close collaboration with other support staff, create and/or maintain filing systems; continual review of filing system to ensure information is up to date and effectively and efficiently used.
10. Takes meeting minutes and provides support for follow-up actions, as required.
11. Ensures all programme technical reports and corresponding documents are maintained in line with WHO standards, rules, practices and procedures.
12. Reviews obligating documents, checks them for completeness, and follows on missing information, ensures timely liquidation of obligations, undertakes reconciliation and prepares periodic reports, as required.
13. Using appropriate tracking tools, follow-up on and ensure that target dates and deadlines are met, and that correspondence and queries are responded to in a timely manner.

## 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 2 (two) 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.

### 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:

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Producing results
5. 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](mailto: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.
- 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 (Roster)**

**Contract Type: Special Services Agreement, Level SSA-5**

**Ref: CAT-12 (HSE-2)/SSA**

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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 2 (two) years relevant work experience?

Yes  No

<p>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.</p>
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Date: .....

Full Name: .....

Place: .....

Signature: .....