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

**Vacancy Notice No:** CAT 1 (TB-5)/ SSA  
**Date:** 27 September 2018  
**Title:** Field Supervisor  
**Duration of contract:** Initially 12 months (may be extended)  
**Level / Grade:** SSA 4  
**Organization unit:** Country Office for Bangladesh  
**Duty Station:** Anywhere in Bangladesh

### Objectives of the Programme:

The overall objective of the Programme is to support MOH&FW for strengthening the health sector capacity to manage TB treatment and coordination on delivering quality TB services in Cox’s Bazar.

### Job Description:

Under the overall guidance of the WHO Representative to Bangladesh and direct supervision of the WHO Medical Officer, the incumbent will support the activities through carrying out the following duties:

1. Supervise the emergency response on TB in the camps and host communities in Cox’s Bazar and facilitate the implementation.
2. Supervise and ensure regular field activities of volunteers and maintain the volunteer network to engage with respective government health posts and UHC.
3. Assist UHC medical officer and facilitate ASCM activities.
4. Facilitate supervisory visit of the central and district level.
5. Assist in coordination with NTP and NGOs for implementation of the emergency response on TB in Cox’s Bazar.
6. Coordinate with UHC medical officer and provide regular feedback for further improvement of the field activities.
7. Submit monthly report and a final draft report to WHO Bangladesh.

### Required Qualifications:

**Education:**

**Essential:** Bachelor’s Degree from any recognized university.  
**Desirable:** Training on monitoring, supervision and management of the public health program.

**Experience:**

**Essential:** At least 1 year of experience in public health field.  
**Desirable:**  
- Working experience on TB control project.

**Additional Functional Knowledge and Skills:**

**Essential:** Demonstrated ability to work in harmony with national/international staff/expert. Good writing skills including ability to present technical information, ability to produce results.

**Desirable:** Good knowledge of WHO/UN/NGO administrative and financial rules, processes and procedures.

**Competencies:**

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

**Languages:**

Working knowledge of written and spoken English and local language (Bangla).

**Computer Literacy**

MS Office Packages. Basic knowledge in Office 2010 or more. Familiarity with MS office environment. Presentation skills and or training skills in an asset.

**Annual Salary & others Benefits:**

BDT 556,608/= to BDT931,668/=
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 exceed 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:
Field Supervisor
Contract Type: SSA-4
Ref: CAT 1 (TB-4)/ 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 two years relevant work experience in public health field?
Yes □ No □

1. Do you have any relatives working with WHO? If yes, please give details below:
Yes □ No □

2. 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: ............................................................................