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

Vacancy Notice No: CAT 4 (HS-6)/ SSA  
Title: Health Workforce Information Systems Associate  
Duration of contract: 12 months (with possibility of extension)  
Contract type: Special Services Agreement/ SSA - 6  
Date: 12 December 2019  
Application Deadline: 5 January 2020  
Duty Station: Dhaka, Bangladesh  
Organization unit: Country Office for Bangladesh

OBJECTIVES OF THE PROGRAMME:

The goal of WHO’s presence in countries, territories and areas is to develop a two-way collaboration between the Secretariat and countries, territories and areas, by supporting them to reach national health goals and contribute to global and regional public health action. WHO utilizes the Country Cooperation Strategy (CCS), a key element of the Country Focus strategy, as a strategic management tool to create synergy and alignment between WHO leadership priorities and national health policies, strategies and plans as well as United Nations Development Assistance Framework (UNDAF).

WHO works with all Member States in line with the principles of equity and social justice, giving emphasis where needs are greatest. The objective of the Organization is to improve support to countries for improved health outcomes. The Organization aims to accomplish this goal through strengthened accountability and more appropriately resourced country offices in countries where there is a physical presence. WHO’s relevance at country level lies in its ability to support Member States to coordinate the efforts of multiple sectors to attain health objectives and to cooperate with a growing number of partners (bilateral, multilateral, development banks, funds and foundations, civil society organizations and private sector) harmonizing and aligning work and resources with the national health policies and strategies.

PURPOSE OF THE ACTIVITY:

The purpose of this position is to support the government counterparts to institutionalize the National Health Workforce Accounts (NHWA) for timely generation of disaggregated HRH data. The activity will also provide support in assessing country progress on reaching health workforce related SDGs target (3.c), support updating the existing HRH monitoring and results framework under the fourth sector programme; ensure data reliability through cross verification of sources as well as reference check as required for data verification and reporting. Part of the process will also help the establishment of effective online health education data management systems and assist in building a data management platform for the national quality assurance scheme of health professional education institutions.

Summary of assigned duties:

Under the overall guidance of the Team Leader – Health Systems and direct supervision NPO – HRH, the incumbent will be assigned to the WCO BAN, Dhaka and expected to provide technical support to the Government of Bangladesh in its efforts for strengthening the NHWA. The roles as requires to perform by the nature of the job are as follows:

1. Support different directorates under the Ministry of Health and Family Welfare to institutionalize the national health workforce accounts as recommended in the “Global HRH Strategy: Health Workforce 2030”;

2. Assess country progress on reaching health workforce related SDGs target (3.c) and the UHC index threshold of health workforce and generate disaggregated data as required;

3. Support the update of existing HRH monitoring and results framework under the fourth sector programme in line with the global health related SDGs monitoring guidelines and national health workforce strategy action plan;

4. Gather relevant HRH data (both qualitative and quantitative) and filter as per need and provide support for the formulation of HRH plan, policies and strategies including HRH country profile;

5. Ensure data reliability through cross verification of methods and sources as well as reference check as required; and conduct additional data analysis and interpretation when needed;

6. Coordinate and maintain liaison with the relevant divisions, directorates, centres, units, institutes for timely generation of data and information and prepare reports when required;

7. Support taskforce/working groups/committees for development of HRH plans and information systems;
8. Support the establishment of an effective online health education data management system including multiple formats and dashboards through an interoperable approach of online teaching-learning materials for medical, nursing, midwifery and allied health professional education;

9. Assist building a data management platform for the national quality assurance scheme of health professional education institutions with the Centre for Medical Education (a WHO Collaborating Centre for Medical Education);

10. Perform any other related duty as assigned by supervisor

REQUIRED QUALIFICATIONS

Education:

Essential:
- University degree in public health or statistics or computer science or social science.

Desirable:
- Post graduate degree (master level) in public health or computer science or statistics or social science;
- Additional training in human resources management is an advantage

Experience:

Essential:
- At least two years of professional experience in public health or operational research or development of HR information systems or relevant activity.

Desirable:
- Experience in development of HR information systems including development of database programme;
- Experience in programme or programme support in UN/ international organizations, and/or NGO sector;

Functional Knowledge and Skills:
- Ability to comply with national interoperability standards;
- Ability to interface with different systems and data;
- Ability to effectively interact with government counterparts;
- Critical and analytical thinking, attention to detail, clear verbal and written communication skills;
- Ability to establish harmonious working relationships as part of a team;
- Ability to maintain a high standard of personal conduct;
- Ability to prepare high quality reports.

Competencies:
- Teamwork;
- Respecting and promoting individual and cultural differences;
- Communication (writing and oral);
- Moving forward in a changing environment;
- Producing Results

Languages:
- Excellent knowledge of Spoken and Written English and Bengali

Computer Literacy:

Essential:
- Proficient in using computer software applications: MS – Office, data importing (through API), database programming e.g. Oracle, MySQL, and networking.

Desirable:
- Expertise in database programming languages.

Annual Salary & others Benefits:

Annual salary range: BDT 887,580.00 to 11,05,488.00

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 of 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:
Health Workforce Information Systems Associate
Contract Type: Special Services Agreement, Level SSA-6
Ref: CAT-4 (HS-6)/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 public health or statistics or computer science or social science?
   Yes □ No □

4. Do you have at least 2 years of professional experience in public health or operational research or development of HR information systems or relevant activity?
   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: …………………………………………………………. 