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

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<th>Vacancy Notice No: CAT 13 (IVD-43)/ SSA</th>
<th>Date: 26 December 2019</th>
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<tr>
<td><strong>Title:</strong> Immunization Coordinator (ROSTER)</td>
<td><strong>Deadline for application:</strong> 15 January 2020</td>
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<td><strong>Duration of contract:</strong> Initially 12 months (may be extended)</td>
<td><strong>Contract type:</strong> Special Services Agreement (SSA)</td>
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<td><strong>Level / Grade:</strong> SSA-9</td>
<td><strong>Organization unit:</strong> Country Office for Bangladesh</td>
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<td><strong>Duty Station:</strong> Cox’s Bazar, Bangladesh</td>
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**Objectives of the Programme:**

To provide technical assistance to the government of Bangladesh in building capacity for routine immunization activities and surveillance for vaccine preventable diseases, aiming to increase access for safe immunization for all eligible age group, introduce new cost-effective vaccines, respond public health emergencies, expand vaccine preventable diseases surveillance, sustain polio free status and measles elimination.

**Job Description:**

Under the overall guidance of the WHO Representative to Bangladesh and direct supervision of Team Leader IVD, and in coordination with Incident Manager the incumbent will perform the following duties:

The signatory will be assigned to BAN-WHE; Cox’s Bazar and will have the following Terms of Reference (TOR)

1. Provide technical support to government and partners in the field of surveillance, immunization and emergency response in the Rohingya camps and host community
2. Provide technical support to government and partners in planning, establishing, implementation, monitoring and review of Routine Immunization
3. Provide technical support to government and partners in planning, monitoring and evaluation of various vaccination campaigns
4. Provide technical support and assist in reporting, investigation, sample collection and response to Vaccine Preventable Diseases (VPDs)
5. Provide technical support and assist in outbreak investigation and response to VPDS
6. Support rapid response teams responsible for rapid investigation of alerts, field risk assessments and early response
7. Offer field oversight in implementing communicable diseases and health programmes addressing the risk of outbreaks and or health emergencies, as required
8. Contribute to the identification and inclusion of vulnerable groups to ensure equitable access to quality health services
9. Support capacity building of local staff working with the District, Upazila Health Complex and humanitarian response partners
10. Ensure coordination with Government and various partners in achieving immunization and surveillance objectives
11. Work closely with WHE and Incident Manager (IM); conduct regular briefing meeting with the IM and participate actively in any meetings in relation to the outbreak and or emergency response, among others
12. Closely monitor and offer regular supportive supervision or as may be required to the Surveillance Immunization Medical Officers, SIMOs (for both the Rohingya camps and host community)
13. Compile and submit regular information products, including monthly immunization progress reports, situation reports, among others and contribute to other information products that are produced by the office like bulletins.
14. Undertake any activities as may be assigned by supervisor.

**Required Qualifications:**

**Education:**

**Essential**

- MBBS / Medical Degree and Master of Public Health or equivalent post-graduate degree in Public Health / Community and Social Medicine / Child Health

**Experience:**

**Essential**

- Seven years of experience in working with immunization programme in UN, NGO, International organization etc.;
Desirable

- Experience working in EPI programme

Added Functional Knowledge and Skills:

1. Ability to comply with national interoperability standards;
2. Ability to interface with different systems and data;
3. Ability to effectively interact with government counterparts;
4. Critical and analytical thinking, attention to detail, clear verbal and written communication skills;
5. Ability to establish harmonious working relationships as part of a team;
6. Ability to maintain a high standard of personal conduct;
7. Ability to prepare high quality reports.

Competencies:

8. Teamwork
9. Respecting and promoting individual and cultural differences
10. Communication
11. Building and promoting partnerships across the organization and beyond
12. Producing Results

Languages:

- High level of proficiency in English and Bengali.

Computer Literacy:

- Proficient in using computer software applications (MS-Office) to produce reports, prepare correspondences, composing e-mails and create multi-media presentations

Annual Salary & Others Benefits:

Annual Salary

BDT 2,294,708/= to 2,878,273/= 

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

NOTE:

1. A Personal History Form (PHF) can be downloaded from [http://www.searo.who.int/bangladesh/about/employment/en/](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](mailto: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
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 MBBS / Medical Degree?

   **Yes □  No □**  
   if yes, please specify ………………………………………………

4. Do you have Master of Public Health or equivalent post graduate degree in Public Health / Community and Social Medicine / Child Health

   **Yes □  No □**  
   if yes, please specify ………………………………………………

5. Do you have at least 7 years' working experience in Public Health or preventive Medicine?

   **Yes □  No □**

6. Do you have working experience working in EPI programme?

   **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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<th>Relationship</th>
<th>Organization</th>
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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: .........................................................