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

**Vacancy Notice No:** CAT 13 (WHE-4)/SSA  
**Title:** Knowledge Management Associate/ SSA6 (Roster)  
**Duration of contract:** Initially one year (may be extendable)  
**Contract type:** Special Services Agreement  
**Date:** 26 January 2019  
**Application Deadline:** 17 February 2019  
**Duty Station:** Cox’s Bazaar, Bangladesh  
**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 direct supervision of the Head of Sub-Office, the Operational and Knowledge Management Officer will perform the following tasks:

1. Develop and maintain an electronic filing system to include knowledge products including policy documents, technical and administrative documents, reports, and datasets and training resources from all functional units in WHO CXB. Ensure updated information in the filing system; obtain documents and information from WHO functional unit leads and Information Management Officers. Review the current information repository (Google drive) and design SOPs on information management for WHO CXB staff;
2. Ensure that documents and information are stored and accessible in WHO mandated information repository systems (ie, vSHOC, HIM info systems).
3. Coordinate with IT department to ensure utilization of a platform to secure all files in the system while also ensuring easy access for WHO staff to retrieve information whenever needed.
4. Support WHO staff with storing information in the filing system.
5. Assist in information search when required and support communication and resource mobilization activities with relevant documents/information.
6. Support monitoring of workplan implementation in GSM, and assist in the provision of documents needed for the preparation of donor reports.
7. Keep technical contacts with Regional public health institutes, UN Agencies, NGOs (addresses, contact persons, to/from report sharing).
8. Act as research focal point person and route manuscripts for necessary approvals as per the SOPs.
9. Act as the sub-office focal point for documentation (print/electronic) of activities, reports,
10. Collaborate with WCO and SEARO to ensure documents are accessible to staff at all levels of the organization.
11. Perform any other related incident-specific duties, as required by the supervisor.

**REQUIRED QUALIFICATIONS**

**Education:**

**Essential:** Bachelor’s degree in information technology, computer science, statistics, social sciences, public health, management or related field from a recognized university.

**Desirable:**

**Experience:**

**Essential:** Minimum of 03 years’ work experience in relevant areas.

**Desirable:**

- Experience in both electronic and manual data storage, retrieval and management; programme, research, or programme support in UN agency, International Organization, NGO, Multinational Companies.
- Training and experience in data management software including 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 be brief others and explain procedures

**Competencies:**

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

**Languages:**

Excellent knowledge of spoken and written English.

**Annual salary range:** BDT 887,580/= to 1,105,488/= 

**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. The email and the attachment should not be exceeding 1MB. Quoting “………..” as the subject.

   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:

Knowledge Management Associate/ SSA6 (Roster)

Contract Type: Special Services Agreement, Level SSA-5

Ref: CAT 13 (WHE-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’s degree in information technology, computer science, statistics, social sciences, public health, management or related field from a recognized university?

Yes □ No □

4. Do you have three years work experience in knowledge management and related areas?

Yes □ No □

5. Do you have any relatives working with WHO? If yes, please give details below:

Yes □ No □

6. 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: ……………………………………………………………

Place: ………………………… Signature: ……………………………………………………………