



**World Health
Organization**

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-1)/SSA

Date: 10 February 2018

Title: Logistic and Fleet Management Assistant (Roster)/ SSA 5

Deadline for application : 2 March 2018

Duration of contract: Initially 12 months (may be extended)

Contract type: Special Services Agreement (SSA)

Level / Grade: SSA 5

Organization unit: Country Office for Bangladesh

Duty Station: Anywhere in 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 assist the programme by providing secretarial and administrative support.

Job Description:

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

1. Responsible in maintaining all the office services of WHO Office in Cox's Bazar including Office Secretarial Services, Cleaning Services, Security Services, Water & Electricity Services, and all related services.
2. Initiating proposals for necessary repairs and renovation, overseeing maintenance and security contracts in order to ensure smooth functioning of services in the office.
3. Assistance and liaison in protocol duties, including visa, immigration, customs and related matters to the WHO staff, Visitors, Consultant, Hotel arrangement, etc. upon arrival/ departure in/form Bangladesh, provide necessary logistical support to the expatriate personnel for settlement in Dhaka/Cox's Bazar including arranging hotels, hiring of house, installation of Telephone, electricity, gas, water- insurance, driving license, fitness and regulation of car and a variety of related functions.
4. Responsible for bulk requisition of stationery, local procurement of non-coded items and issuance of these items to the staff, from time to time, and maintenance of records thereof.
5. Providing logistic support, arranging necessary repair and maintenance of offices of long term expatriate staff working in different programmes located in Cox's Bazar District.
6. Overseeing the work of drivers and the fleet of vehicles of the Cox's Bazar office and advising appropriate officials use of vehicles as well as driver's duties, including, maintaining and developing duty rosters and leave plans of all drivers, and maintaining records of their duty hours, log sheets, petrol consumption and its periodic analysis and checking. Guide them in GSM related works such as submission of Leave, OT, and Performance Evaluation etc.
7. Responsible for the periodical maintenance and servicing of the vehicles to be in good working condition and preparation of periodic maintenance schedule, emergency repairs, If any, required after obtaining quotations from the local garages, including maintaining renewal of regular fitness certificates, insurance and other related documents, as required, for vehicles.
8. Coordinate and support the logistical support and arrangements related to the meeting/seminar workshop conducted in WHO Cox's Bazar.
9. Maintaining and updating of inventory records of vehicles and other items and equipment in the office/stores, advising their replacement from time to time, obtaining local quotations and making recommendations for repair, replacement and disposal, including preparation of proposals for the Property Survey Committee, etc.
10. Any other duties in the logistics, maintenance, etc, as arranged from time to time.

Required Qualifications:

Education:

Essential: Bachelor's Degree from any recognized University.

Desirable:

Experience:

Essential: Minimum of 3 (three) years' work experience in a similar position is essential.

Desirable:

- Work experience in administration in UN agency, Int. Org, NGO, Multinational Company, Bank etc.
- Experience in Oracle-based or other ERP system would be an added advantage.

Additional 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:

- 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 & others Benefits:

BDT 636,324/= to BDT 1,024,944/=

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 future openings.
- 2) Applicants should send a brief **Resume** of their relevant experience, explaining reasons for being suitable of the position 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 a 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:

Logistic and Fleet Management Assistant (Roster)

Contract Type : Special Services Agreement, SSA-5

Ref: CAT-12 (HSE-1)/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 3 (three) years relevant work experience in secretarial or clerical position?

Yes No

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: