**VACANCY NOTICE**

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

**Vacancy Notice No:** CAT 13 (WHE-6) SSA  
**Date:** 25 October 2018

**Title:** National Consultant – Health Field Coordinator  
**Deadline for application:** 15 November 2018

**Duration of contract:** Initially 12 months, with possibility of extension  
**Contract type:** Special Services Agreement (SSA)

**Level / Grade:** SSA 8  
**Organization unit:** Country Office for Bangladesh

**Duty Station:** Cox’s Bazar

**Objectives of the Programme:**
To support the health sector coordination office to fulfill its mandate through ensuring continuous engagement of the District and sub-district Government health authorities in the planning and implementation of the humanitarian response.

**Job Description:**
Under the overall guidance of the HSC and direct supervision of the Emergency Response Coordinator at Cox’s Bazar level; the Health Sector Field Coordinator will be responsible for following duties:

1. Support to maintain and improve emergency preparedness and response plans in consultation with WHO program sections, key partners and UN sister agencies involved in field coordination activities.
2. Support continuous, effective and strategic coordination, and ensure communication, consultation and liaison are maintained with relevant actors.
3. Support collaboration with WHO operations, other partners including UN agencies (IOM and UNHCR) and government counterparts (CiCs, Upzila Health Office and military).
4. Support to establish and maintain appropriate sector coordination mechanism including working groups/partnerships at field level.
5. Support in providing guidance to Health Focal points to carry out capacity and resource mapping of all current and potential health actors in the field.
6. Contribute to provide guidance and support to the Health Focal Points particularly during emergencies (for example landslides/flooding/cyclones, others).
7. Support efforts to strengthen the humanitarian capacity of Health Camp Focal points.
8. Support in establishing/monitoring reporting and feedback mechanisms for Health Focal Points in order to monitor the health situation in the camps and plan appropriate response.
9. Support in design, delivery and coordination of training and simulation related to emergency preparedness, readiness and response as part of capacity development of partners.
10. Support in coordination of meetings with all relevant partners, producing and circulating minutes, related decisions and tracking the latter, and developing detailed “lessons learnt” reports, recommending improvement to current and future field operations when applicable.
11. Contribute to provision of inputs to communication and information products (Sitreps, outbreak bulletins etc.) as required.
12. Any other tasks/duties/responsibilities as assigned by the supervisors to support the objectives of the programme and the Organization.

**Required Qualifications:**

**Education:**
- Essential  
  - Medical Doctor (MBBS or equivalent) or Public health professional
  - Master of Public Health degree

**Experience:**
- Essential  
  - At least 5 years of professional experience in public health, including planning, implementation and management of field and national or subnational public health programmes.
Desirable

- Experience of working in Health Emergency with UN agencies, other international organizations, or overseas public health systems.

Additional Functional Knowledge and Skills:

- Proven technical public health knowledge of (including noncommunicable disease and their determinants).
- Understanding of equity and a commitment to reduce inequalities in health and its determinants.
- Ability to form effective working relationships with government counterparts and partners.
- Ability to adapt WHO global policies and guidelines to national context.
- Ability to identify issues, evaluate evidence, formulate opinions, make conclusions and recommendations.
- Understanding of the humanitarian system and the health sector’s role within.
- Understanding of District health authorities’ systems and protocols.

Competencies:

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Building and promoting partnerships across the organization and beyond
5. Producing Results

Languages:

Essential

- Excellent writing/reporting and editing skills, communication and presentation skills 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 15,98,268/= to 19,90,536/=  

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) 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 be exceeding 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
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 1st level university degree in public health, environmental health of related discipline??
   Yes □ No □  if yes, please specify ………………………………………………………………………

4. Are you a Medical Doctor (MBBS or equivalent) or Public health professional?
   Yes □ No □  if yes, please specify ………………………………………………………………………

5. Do you have at least at least 5 years of professional experience in public health, including planning, implementation and management of field and national or subnational public health programmes?
   Yes □ No □

6. Do you have working experience working in an emergency setting?
   Yes □ No □

7. Do you have any close relative employed by WHO or other international organizations?
   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: .................................................................