VACANCY NOTICE

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

Vacancy Notice No: CAT 1 (NTD-2)/ SSA
Date: 29 December 2018
Title: National Consultant, Kala-azar
Deadline for application: 12 January 2019
Duration of contract: Initially 12 months (may be extended)
Organization unit: Country Office for Bangladesh
Level / Grade: SSA 8
Contract type: Special Services Agreement (SSA)
Duty Station: Dhaka

Objectives of the Programme:
The overall objective of the Programme is to strengthen the government capacity in the areas of neglected tropical disease (NTDs) especially for National Kala azar Elimination Program (NKEP) and to support to achieve SDG related targets.

Job Description:
Under the overall guidance of the Medical Officer CDS and direct supervision of the WHO National Professional Officer NTD, the incumbent will support the activities through carrying out the following duties;

➢ To provide technical support for neglected tropical diseases (NTDs) with a special focus on Kala-azar elimination programme, assist in developing / updating strategic guidelines; training manuals; and M & E tools;
➢ To assist Kala-azar elimination programme to increase access to diagnosis and treatment of cases and promote affordable means of prevention of Kala-azar;
➢ To establish coordination and partnership with NGOs and private sector stakeholders at national and sub-national levels;
➢ To provide technical assistance for conducting training, improving disease and vector surveillance; and monitoring and evaluation;
➢ To provide support to strengthen monitoring system under DHIS2 and analysis the data to use to enhance program performance;
➢ To provide support to draft progress report, donor report and any kind of report necessary by the program;
➢ To provide technical assistance to develop advocacy material in appropriate socio-cultural context of the target audience and the population at risk; and
➢ To perform any other relevant tasks as assigned by the supervisor.

Required Qualifications:

Education:
• Essential: MBBS from a recognized Medical College with valid Bangladesh Medical & Dental Council registration or similar degree. Post graduate / Master’s degree in relevant field
• Desirable: Training on communicable diseases specially on Kala-azar

Experience:
Essential: At least 5 years of experience in public health field.
Desirable: Working experience on communicable disease with the government program and/or WHO/UN agencies and/or NGOs.

Additional Functional Knowledge and Skills:
• Essential: Thorough knowledge of implementation and management of country wide health related WHO-GoB collaborative programme. Demonstrated ability to work in harmony with national/international staff/expert. Excellent writing skills including ability to present technical information, ability to produce results.
• Desirable: Good knowledge of WHO/UN/NGO administrative and financial rules, processes and procedures.

Computer Literacy:
• MS Office Packages. Basic knowledge in Office 2010 or more. Familiarity with MS office environment. Presentation skills and or training skills in an asset

Competencies:
• Communicating in a credible and effective way.
• Producing results.
• Knowing and managing yourself.
• Ensuring the Effective Use of Resources.
• Creating an Empowering and Motivating Environment.
Languages:
Excellent knowledge of written and spoken English and local language (Bangla)

Annual Salary & others Benefits:
BDT 1,598,266/= to BDT 1,990,530/= 

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

VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY
You are submitting your application for the following vacancy:

National Consultant, Kala-azar
Contract Type: Special Services Agreement, SSA-8
Ref: CAT-1 (NTD-2)/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 MBBS from a recognized medical college & Dental Council Registration or similar degree?
   Yes ☐  No ☐

4. Do you have minimum five years relevant work experience in secretarial or clerical position?
   Yes ☐  No ☐

5. Do you have any near 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: .................................................................