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

Vacancy Notice No: CAT 1 (TB-7)/ SSA  
Title: Office Assistant  
Date: 27 September 2018  
Duration of contract: Initially 12 months (may be extended)  
Level / Grade: SSA 2  
Deadline for application: 11 October 2018  
Contract type: Special Services Agreement (SSA)  
Organization unit: Country Office for Bangladesh  
Duty Station: Anywhere in Bangladesh

Objectives of the Programme:
The overall objective of the Programme is to support MOH&FW for strengthening the health sector capacity to manage TB treatment and coordination on delivering quality TB services in Cox’s Bazar.

Job Description:
Under the overall guidance of the WHO Representative to Bangladesh and direct supervision of the WHO Medical Officer, the incumbent will support the activities through carrying out the following duties;

1. Manage filing system, appointments, meetings and other communication.
2. Perform task for sorting and collating documents/reports
3. Organize travel by booking accommodations and reservations as required.
4. Coordinate the events as necessary.
5. Maintaining supply inventory.
6. Maintaining office equipment as needed.
7. Submit monthly report and a final draft report to WHO Bangladesh.
8. Any other task assigned by the Supervisor.

Required Qualifications:

Education:
Essential: Up to eight years of schooling.
Desirable:

Experience:
Essential: At least 1 year of experience in office supportive function.
Desirable:

Additional Functional Knowledge and Skills:
Essential: Ability to duplicate, collate, distribute the documents.
Ability to operate office equipment.

Desirable:

Competencies:
• Teamwork
• Respecting and promoting individual and cultural differences
• Communication
• Producing results
• Ensuring the Effective Use of Resources.

Languages:
Working knowledge of written and spoken English and local language (Bangla).

Annual Salary & others Benefits:
BDT 297,312/= to BDT 491,676/=  
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);
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 up to eight years of schooling?
   Yes □   No □

4. Do you have minimum 1 year of experience in office supportive function?
   Yes □   No □

1. Do you have any relatives working with WHO? If yes, please give details below:
   Yes □   No □

2. 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: ......................................................................................