**VACANCY NOTICE**

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

<table>
<thead>
<tr>
<th>Vacancy Notice No:</th>
<th>CAT 1 (IVD-7)/ SSA</th>
<th>Date:</th>
<th>25 October 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Surveillance and Immunization Medical Officer (ROSTER)</td>
<td>Deadline for application:</td>
<td>15 November 2018</td>
</tr>
<tr>
<td>Duration of contract:</td>
<td>Initially 12 months (may be extended)</td>
<td>Contract type:</td>
<td>Special Services Agreement (SSA)</td>
</tr>
<tr>
<td>Level / Grade:</td>
<td>SSA 7</td>
<td>Organization unit:</td>
<td>Country Office for Bangladesh</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Multiple locations (Divisional &amp; Districts HQ)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Objectives of the Programme:**

To provide technical assistance to the government of Bangladesh in building capacity for routine immunization activities and surveillance for vaccine preventable diseases, aiming to increase access for safe immunization for all eligible age group, introduce new cost effective vaccines, respond public health emergencies, expand vaccine preventable diseases surveillance, sustain polio free status and measles elimination.

**Job Description:**

Under the overall guidance of the Team Leader-IVD and the day-to-day supervision of National Professional Officer – Divisional Coordinator, the incumbent will perform the following duties:

1. Guide district health authorities in planning and implementation of vaccine preventable diseases control activities and expanded programme on immunization as per WHO quality standards and best practices;
2. Provide technical assistance for capacity building of divisional and district health staff to ensure quality implementation of vaccine preventable diseases control activities;
3. Monitor the quality of polio eradication activities including National Immunization Days and Acute Flaccid Paralysis (AFP) surveillance to ensure any importation of wild Polio virus is timely notified and contained and advise on corrective actions;
4. Monitor the quality of measles elimination and rubella control activities including surveillance of suspected measles cases, identity areas with low immunization coverage and susceptibility to measles and rubella outbreaks and initiate appropriate immunization response.
5. Advise district health staff in establishment of integrated vaccine preventable diseases surveillance activities;
6. Develop capacity of district health staff to collect timely and complete data on programme performance and data analysis to ensure timely corrective action;
7. Guide and assist mid-level managers in the appropriate response to vaccine preventable diseases outbreaks, including further investigation, disease control, and feedback to all levels involved in data collection;
8. Provide technical assistance in the education and social mobilization of health and family planning officials, NGO and lay persons regarding accelerated vaccine preventable disease control activities and new vaccine introduction. Undertake extensive travel, including travel to remote communities, to assist EPI programme monitoring and surveillance activities;
9. Provide technical assistance to district health authorities in planning, implementation and monitoring of maternal and child health activities including implementation and monitoring at community clinics
10. Provide technical support to district health authorities during emergency situations like flood, cyclones and other natural disasters and disease outbreaks in planning and monitoring of health relief activities in affected areas and also for investigation of emerging diseases outbreaks;
11. Work within the norms of WHO regulations maintaining a cooperative relationship with all concerned;
12. Submit monthly activity report to National Professional Officer – Divisional Coordinator
13. Perform any other related duties as assigned.

**Required Qualifications:**

**Education:**

- **Essential**
  - MBBS / Medical Degree

- **Desirable**
  - Master of Public Health or equivalent post graduate degree in Public Health / Community and Social Medicine / Child Health
Experience:

Essential
- 2 years’ experience in Public Health or Preventive Medicine

Desirable
- Experience working in EPI programme

Additional Functional Knowledge and Skills:
- Ability to collaborate with different institutions, organizations and personalities from the Government, NGO and private sectors, ability to work independently and creatively, willingness to travel 80% of the time;
- Ability to work in cross-cultural environment and in a team;
- Working knowledge of descriptive epidemiological data analysis;

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:
- High level of proficiency 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 1,215,216/= to 1,490,484/= 

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 MBBS / Medical Degree?
   Yes ☐ No ☐
   if yes, please specify ..............................................................................................................

4. Do you have Master of Public Health or equivalent post graduate degree in Public Health / Community and Social Medicine / Child Health
   Yes ☐ No ☐
   if yes, please specify ..............................................................................................................

5. Do you have at least 2 years’ working experience in Public Health or preventive Medicine?
   Yes ☐ No ☐

6. Do you have working experience working in EPI programme?
   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: .................................................................