



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-3)/SSA

Date: 10 February 2018

Title: Supply Assistant (Roster)/ SSA5

Application Deadline: 2 March 2018

Duration of contract: Initially one year (may be extendable)

Duty Station: Cox's Bazar

Contract type: Special Services Agreement

Organization unit: Country Office for 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 support the programme by providing administrative and programme services.

SUMMARY OF ASSIGNED DUTIES:

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

Management of purchases

- Collect purchase requests (local order sheets) from the line manager and/or technical adviser.
- Seek products that offer good value for money, negotiate the best prices, clarify requests where necessary and complete purchase orders.
- Secure stable resources: constantly look for new suppliers to supply the undertaking at the best prices and within the shortest timeframes, and maintain links with those suppliers in order to ensure a stable supply of goods.
- When a quotation is requested (noted on the order sheet), obtain at least three quotations (in sealed envelopes) from local merchants or tradesmen, with all the necessary information: price, description of the goods, name and address of the supplier.
- If necessary, based on the information provided by the line manager, launch invitations to tender, in accordance with the WHO procedures. Forward the results of such activities to the line manager and lead any subsequent commercial relationships.
- Determine the quantities to buy, taking into account internal demand, the order book, product availability forecasts (shortages/surpluses), delivery times, budgets and other relevant factors, in conjunction with the line manager.
- If possible, ask the supplier to package the goods in a professional manner, ready to be shipped.
- Deliver goods to the Warehouse Manager, after checking the quality and quantity (against the purchase order), thus formalising delivery of the goods to the warehouse.

Inventory management

- Ensure that WHO has sufficient stocks of the various materials, components, products and supplies required to support the effective operation of the WHO activities for the desired period of time: regularly check inventory levels (reports), delivery timeframes, turnover of goods, price fluctuations (upward and downward), extent of shortages or surpluses of goods, etc.
- Seek to reduce stock depletion by preparing regular projections based on the needs of the various departments.

Administrative management

- Manage the administrative and accounting procedures related to purchasing: complete purchase orders, check delivery notes (against orders), etc.
- Manage the purchasing budget and pay advances issued by the Finance Department.
- Request invoices or receipts, without delay, for all purchases.
- Check that receipts/invoices are correctly completed, in accordance with the recommendations of the Finance Department, in particular: writing in pencil the final destination of the goods as per the order sheet and providing a translation when receipts/invoices are in the local language.

- Update prices/quality (monthly) and recommend the cheapest or best purchases to the line manager and technical adviser.
- Regularly evaluate the market in order to obtain the most competitive prices; identify new suppliers and negotiate the best prices.

Information

Establish and maintain regular contact with the various suppliers.

Reporting

- Regularly send the line manager all information regarding products and any changes that take place: name of supplier, price, address, etc.
- Immediately inform the line manager of any problems arising in the course of his/her work.

Other

On request.

REQUIRED QUALIFICATIONS

Education:

Essential: Bachelor Degree from any recognized University.

Desirable: Master's degree in administration, management, economics or other relevant areas.

Experience:

Essential: Minimum of 3 (three) years' relevant work experience.

Desirable:

- Experience in programme, research, or programme support in UN agency, International Organization, NGO, Multinational Company, Bank etc.
- Experience in Oracle-based or other ERP system would be an added advantage.

Skills:

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:

1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Producing results
5. Moving forward in a changing environment

Languages:

Excellent knowledge of spoken and written English.

Annual salary range: BDT 636,324/= to 1,024,944/=

Other benefits:

- Health Insurance; Accident and illness insurance;
- Annual Leave (18 days per year)/ Sick leave (12 days per year);
- WHO and Government Holidays, Compensatory Time Off

NOTE:

- 1) 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**.
- 2) 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.
- 3) WHO Personal History Form (PHF) and detailed vacancy notice can be downloaded from:
<http://www.searo.who.int/bangladesh/about/employment/en/>
- 4) A written test using computer and interview will be held only for qualifying candidates.
- 5) 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

Screening Questions

You are submitting your application for the following vacancy:

Supply Assistant (Roster)

Contract Type: Special Services Agreement, Level SSA-5

Ref: CAT-12 (HSE-3)/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 three years relevant work experience?

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: