



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-1 (TB-3)/SSA

Date: 10 February 2018

Title: Survey Coordinator-TB

Application Deadline: 2 March 2018

Duration of contract: 12 months

Duty Station: Dhaka, Bangladesh

Contract type: Special Services Agreement

Organization unit: WHO TB Programme

Level: SSA 7

OBJECTIVE OF THE PROGRAMME:

The overall objective of the Programme is to strengthen the government capacity in coordinating national response to reduce morbidity mortality, disability and deformity caused by tuberculosis through provision of support in (i) generation of evidence that can be used for strengthening the national response to TB control; (ii) in monitoring the burden of TB, in terms of epidemiology, programmatic and social impact; and (iii) in resource mobilization and allocation for TB for improvement of efficiency of the national response.

PURPOSE OF THE ACTIVITY:

Under the direct supervision of the National Professional Officer (TB), the incumbent will assist the Principal Investigator in planning, implementing and monitoring and completion of final draft report of DRS.

DUTIES TO BE PERFORMED:

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:

- Collaborate and coordinate with the National TB Control Programme (NTP), National Reference Laboratory (NTRL), National Institute of Diseases of the Chest and Hospital (NIDCH), Surpa National TB Reference Laboratory (SRL) at the Mycobacteriology Unit of the Instituut voor Tropische Geneeskunde (Institute of Tropical Medicine), Antwerp, Belgium for preparation of the survey related activities (pre-survey, survey, training, meetings, etc).
- Monitor the field implementation and provide feedback to the principal investigator and WHO Bangladesh.
- Provide assistance to the principal investigator and the survey team on data collection, analysis, quality assurance and interpretation.
- Submit monthly report and a final draft report to WHO Bangladesh.

REQUIRED QUALIFICATIONS

Educational Qualification

Essential:

- MBBS from a recognized Medical College with valid Bangladesh Medical and Dental Council registration

Desirable:

- Master's in Public Health (MPH) or Epidemiology or Demography. Training in Tuberculosis or Research.

Experience:

Essential:

- At least 3 years of experience in public health field or research projects or survey programs

Desirable:

- Extensive practical experience of working in the area of health research, or health planning, monitoring, evaluation and reporting

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 administrative and financial rules, processes and procedures.

Competencies:

- Communicating in a credible and effective way
- Knowing and Managing yourself
- Producing result
- Ensuring the Effective Use of Resources
- Creating an Empowering and Motivating Environment

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

Computer Literacy:

- SPSS, EPI Info, MS Office Packages.
- Basic knowledge in Office 2010 or more. Familiarity with MS office environment.
- Presentation skills and or training skills in an asset.

Salary and Benefits:

Annual Salary Range: BDT 12,15,216/= 14,90,484/=

Other Benefits:

- 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:

Survey Coordinator

Contract Type: Special Services Agreement, Level SSA-7

Ref: CAT-1 (TB-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. Have you completed MBBS from a recognized Medical College with valid Bangladesh Medical and Dental Council registration?

Yes No

4. Do you have at least 3 years of experience in public health field or research projects or survey programs?

Yes No

5. Do you have thorough knowledge of implementation and management of country wide health related WHO-GoB collaborative programme?

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: