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

**Vacancy Notice No:** CAT 6 (WRO-7)/ SSA  
**Title:** Team Assistant / Project Facilitator (Roster)/ SSA 4  
**Duration of contract:** Initially 12 months (may be extended)  
**Level / Grade:** SSA 4  
**Organization unit:** Country Office for Bangladesh  
**Duty Station:** Anywhere in 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 assist the programme by providing secretarial and administrative support.

**Job Description:**

Under the guidance of AO-BAN and the direct supervision of the respective Technical Officer, the incumbent performs the following duties:

1. Screens incoming correspondence, documents and reports and routes to the supervisor with full background material; ensures its distribution and follows up on deadlines.
2. Drafts/prepares general correspondence, types statements, reports, prepares statistical tables, etc. Takes notes at meetings and prepares minutes.
3. Maintains the work area's standard and electronic filing system (correspondence, general records, files, reference systems and publications, relevant policy and procedure documents, address contact lists, bibliographies, etc.) obtaining relevant information as required;
4. Arranges appointments for supervisor, Maintains Supervisor's calendar; Screens and receives visitors and telephone calls with tact and discretion, making appointments, answering queries and/or redirecting visitors and callers with diplomacy and courtesy, obtaining background information on the purpose of appointments;
5. Provides secretarial support to organize meetings, workshops and training courses, including preparation of related folders.
6. Using GSM/Oracle makes travel arrangements for the official visitor and project staff; prepares briefing materials for his/her use on official trips or special meetings and in his/her absence, prepares briefs or notes on matters for which the program is responsible.
7. In collaboration with senior administrative support staff, monitor deadlines, reminding staff members of such and ensuring that correspondence and queries are responded to in a timely manner.
8. Initiate, through Oracle/GSM procurement module, contracts for consultants, Agreements for Performance of Work (APW), Technical Services Agreements (TSA), and General External Services requests (GES). Monitor and record receipt of deliverables, and initiate and monitor payments as needed.
9. Cover reception, registry and pouch in absence of Receptionist.
10. Performs other related duties as required or instructed, including provision of support to other areas of work and teams or the project, as required.

**Required Qualifications:**

**Education:**

**Essential:** Bachelor's Degree from any recognized University.  
**Desirable:**

**Experience:**

**Essential:** Minimum of two years' work experience in a similar position is essential.  
**Desirable:**
• Work experience in administration in UN agency, Int. Org, NGO, Multinational Company, Bank etc.
• Experience in Oracle-based or other ERP system would be an added advantage.

Additional 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:
• Teamwork
• Respecting and promoting individual and cultural differences
• Communication
• Producing results
• Moving forward in a changing environment

Languages:
Excellent knowledge of spoken and written English.

Annual Salary & others Benefits:
BDT 556,668/= to BDT931,668=/=

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 exceed 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 a disqualification of the applicant."

WHO has a smoke-free environment and does not recruit smokers or other tobacco users
You are submitting your application for the following vacancy:

Team Assistant/ Project Facilitator (Roster)

Contract Type: Special Services Agreement, SSA-4

Ref: CAT-6 (WRO-7)/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 two years relevant work experience in secretarial or clerical position?

Yes ☐ No ☐

5. Do you have any relatives working with WHO? If yes, please give details below:

Yes ☐ No ☐

6. 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: .................................................................