

VACANCY NOTICE

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

Vacancy Notice No: CAT 6 (WRO-1)/ SSA

Date: 10 February 2018

Title: Team Assistant -HR

Deadline for application : 2 March 2018

Duration of contract: Initially 12 months (may be extended)

Contract type: Special Services Agreement (SSA)

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 WHO Representative and the direct supervision of the Administrative Officer, the incumbent performs the following duties:

1. Initiate SSA contracts and take timely action on extension/separation of the contracts. Ensure availability of the required documents before issuing any official orders.
2. Maintain SSA Database, statistics, training database and update on a timely manner. Ensure sending SSA database to Regional Office and UNDSS & UNSD office each month within stipulated time.
3. Ensure e-filing as well as paper filing; make sure relevant documents/files are up to date.
4. Prepare on time employee ID card requisition as necessary
5. Follow-up medical validation of the SSA Holders and provide appropriate reminder within due date. Issue corresponding memos on time.
6. Maintain SSA leave cards and ensure appropriate calculation of the leave balances for processing leave encashment.
7. Initiate appropriate reminder regarding on-time performance appraisals of the SSA Holders.
8. Perform other duties as required by the supervisors.

Required Qualifications:

Education:

Essential: Bachelor's Degree from any recognized University.

Desirable: Certificate on Human Resource Training / Course

Experience:

Essential: Minimum of two years' work experience in Human Resource area.

Desirable:

- Work experience in Human Resource and 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 556,608/= 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 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:

Team Assistant-HR (Roster)

Contract Type : Special Services Agreement, SSA-4

Ref: CAT-6 (WRO-1)/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 Human Resources and Administration?

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: