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

**Vacancy Notice No:** CAT 13 (WHE-5)/SSA

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

**Contract type:** Special Services Agreement

**Vacancy Notice No:** CAT 13 (WHE-5)/SSA

**Title:** Technical Support Officer - Civil Surgeon Office (CSO)/SSA8 (Roster)

**Application Deadline:** 17 February 2019

**Duty Station:** Cox’s Bazaar, Bangladesh

**Organization unit:** Country Office for Bangladesh

**Date:** 26 January 2019

**Application Deadline:** 17 February 2019

**Duty Station:** Cox’s Bazaar, Bangladesh

**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 technical support to the Civil Service Office.

**SUMMARY OF ASSIGNED DUTIES:**

1. Provide technical support to the CSO in the planning and implementation of health services, programmes and strengthening of health systems in Cox’s Bazar both for FDMN and host communities. This will include but be not limited to strengthening: health services delivery, governance/policy development, financing, essential medicines, health information management, human resources etc. As and when required by the CS office, undertake travel to camps/ host community settlements to ensure coordination and field monitoring.

2. Liaise with respective units of CSO (public health, entomology, health logistics, service delivery) and WHO Sub office (epidemiology and health information, IVD, health operations, OSL, health sector). Support WHO in organizing review and management meetings with the CS and senior authorities;

3. Support the CSO to activate and manage the Control Room /Health Emergency Operation Center (HEOC) when required. Manage the day-to-day operations of the EOC, ensure that all of the HEOC’s functionality, systems, hardware, software and staff support tools are well maintained and operational especially throughout the full cycle of an emergency;

4. Coordinate with Health Sector (including different working groups, WASH and nutrition), Joint Assessment Teams and Rapid Response Teams to provide regular technical updates to the CS

5. Provide support in strengthening reporting, monitoring and evaluation of DHIS-2, EWARS and other critical health information systems/databases.

6. With permission from Civil Surgeon, provide support to relevant field assessments, evaluations/studies in the camps/host community and participate in the interagency monitoring visits.

7. Support CSO coordination with DGHS coordination center and RRRC; support the CSO in the verification process for new health facilities in the camps;

8. Prepare PowerPoint presentations and talking points for CS before any meetings/ workshops/trainings. Support in documenting the meetings and workshop proceedings as and when required support CS office in better documentation related to best practices and for public communication activities

9. Share information between CSO and WHO Sub Office and update the WHO Head of Sub Office on ongoing and planned activities

10. Perform any other related duties deemed necessary for the CSO and WHO Sub Office as assigned by the supervisor.
REQUIRED QUALIFICATIONS

**Education:**

**Essential:** First degree i.e. MBBS or four years Bachelor degree in relevant field.

**Desirable:** Post graduate / Master’s degree in MPH or relevant field from a recognized University.

**Experience:**

**Essential:** At least 5 years’ experience in knowledge management, administration or information management.

**Desirable:**
- Experience in programme, research, or programme support in UN agency, International Organization, NGO, Multinational Company, Bank etc.
- At least 1 year working experience in Cox’s Bazar.
- 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 be 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 1,598,268/= to 1,990,536/= 

**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. Quoting “.........” as the subject.

   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."

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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:
Technical Support Officer - Civil Surgeon Office (CSO)/SSA8 (Roster)

Contract Type: Special Services Agreement, Level SSA-5
Ref: CAT 13 (WHE-5)/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 first degree i.e. MBBS or four years Bachelor degree in relevant field?
Yes □ No □

4. Do you have minimum five years relevant work experience?
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: ……………………………………………………