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

Vacancy Notice No: CAT-1 (IVD-45)/ SSA
Title: Vaccine & Logistic Management Assistant/ SSA 5
Duration of contract: Initially 12 months (may be extended)
Level / Grade: SSA 5
Duty Station: Anywhere in Bangladesh

Date: 29 December 2018
Deadline for application: 12 January 2019
Contract type: Special Services Agreement (SSA)
Organization unit: Country Office for Bangladesh

Objectives of the Programme:

The objective of the programme is to strengthen vaccine and logistics supply management for national EPI and Cox’s Bazar District to ensure timely and proper distribution of EPI vaccines and logistics in FDMN camps.

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. Management of vaccines, syringes, injection safety materials and other relevant logistics at the national level, including estimation of requirements, preparing indents, preparing schedules of deliveries and ensuring timely supply;
2. Inventory/stock management with proper record keeping including planning, indenting and distribution of vaccine and logistics by way of coordinating with procurement and supply division, EPI, DGHS;
3. Minimizing vaccine and injection stock-outs and reducing wastages;
4. Collate and analyze data related to vaccines and logistics to strengthen routine and supplementary immunization services;
5. Undertake field visits to support quality distribution of vaccines and logistics and conduct ‘on the job’ trainings;
6. Plan and coordinate training of staff handling vaccines and related logistics, for supply chain management;
7. Assist for evaluating vaccine and logistics requirement for supplementary immunization activities and any new vaccines introduction;
8. Perform any other related duties, as required by the functional supervisor

Required Qualifications:

Education:
- **Essential**: Bachelor’s Degree from any recognized University.
- **Desirable**: Logistics management certification would be an advantage

Experience:
- **Essential**: Minimum of two years’ progressive relevant experience.
- **Desirable**: Previous experience of working in EPI program

Expected Outputs: Ensure time supply and proper distribution of vaccines and other related logistics
**Additional Functional Knowledge and Skills:**

- Ability to carry out a wide variety of tasks.
- 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
- Building and promoting partnerships across the organization and beyond

**Languages:**

Excellent knowledge of spoken and written English.

**Annual Salary & others Benefits:**

BDT 636,324/= to BDT1,024,944/=  

**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**
You are submitting your application for the following vacancy:

**Vaccine & Logistic Management Assistant**  
Contract Type: Special Services Agreement, SSA-5  
Ref: CAT-1 (IVD-45)/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 near relatives employed by WHO or other international organizations?
   Yes ☐ No ☐

If yes, please specify the details below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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: .................................................................