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

Vacancy Notice No: CAT-1 (IVD-7)/SSA 5

Date: 12 April 2019

Title: Executive Assistant-Data Management

Deadline for application: 2 May 2019

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

Duty Station: Dhaka

Contract type: Special Services Agreement

Organization unit: Country Office for Bangladesh

Objectives of the Programme:

To provide technical assistance to the government of Bangladesh to manage data of Vaccine Preventable Disease (VPD) surveillance, immunization, Supplementary Immunization Activities (SIA) and different activity’s data under national Expanded Programme of Immunization (EPI) Program including different types of data analysis. To prepare different types of reports / presentations and developing capacity of relevant personnel within EPI Programme.

Job Description:

Under the overall guidance of the WHO Team Leader – Expanded Programme of Immunization (EPI) and the direct supervision of National Professional Officer – Surveillance (IVD) the incumbent will have to perform the activities as described below:

1. Assist to organize and improve the data management system of Vaccine Preventable Disease (VPD) surveillance, immunization, SIA and different activities data under national EPI Program
2. Assist to provide routine administrative support to national EPI programme in planning and implementing programme interventions; maintaining records; and preparing monthly, quarterly and annual reports;
3. Assist to organize and maintain paper-based copy of the AFP, Measles, NT, CRS, AES, others VPDs, AEFI and vaccination report through routine and SIAs and other adhoc data from different sources for future reference
4. Assist to develop, design and modify database using familiar data management tools (MS Access, MS Excel, EPI Info.) including modification of existing software in accordance to the program needs and as when required and maintain shape files for mapping utilities
5. Ensure data entry in computerized databases (customized software) of the above mentioned surveillance, immunization, SIAs and other adhoc data required for the program and maintain electronic database with data integrity in timely manner and backup
6. Regular review databases for errors and take necessary actions for corrections as and when needed (Changes and errors might include key-entry or format errors and duplicate entries) in order to maintain high quality data
7. Maintain and update tracking system for erroneous report, missing information, late submission of reports, use log sheet and provide feedback to the surveillance network for necessary corrective action
8. Frequent analysis of data and update key performance indicators, produce graphs, charts, maps and other forms of data visualization based on the surveillance and immunization data routinely to monitor the disease trends and vaccination coverage
9. Any other task assigned by the supervisor

Required Qualifications:

Education:

Essential
- Bachelor’s Degree from any recognized University

Desirable
- Data Management certification would be an advantage.

Experience:

Essential
- 5 years’ experience in similar position

Desirable
- Previous experience of working in EPI Programme or similar nature.
**Additional Functional Knowledge and Skills:**
- High-level analytical and organizational skills applied to data entry, data management and report writing. Skills in communication and facilitating coordination

**Competencies:**
1. Teamwork
2. Respecting and promoting individual and cultural differences
3. Communication
4. Building and promoting partnerships across the organization and beyond
5. Producing Results

**Languages:**
- Excellent writing/reporting and editing skills, communication and presentation skills (in English and Bengali).

**Computer Literacy:**
- Proficient in using computer software applications (MS-Office) EPI Info, SPSS

**Annual Salary & others Benefits:**

<table>
<thead>
<tr>
<th><strong>Annual Salary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>BDT 687,230/= to 1,106,940/=</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Other Benefits</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance; Accident and illness insurance;</td>
</tr>
<tr>
<td>Per-diem for Official Travel outside of duty station;</td>
</tr>
<tr>
<td>Annual Leave (18 days per year); Leave Encashment (maximum 9 days); Sick leave (12 days per year);</td>
</tr>
<tr>
<td>WHO and Government Holidays, Compensatory Time Off</td>
</tr>
</tbody>
</table>

**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 and up-to-date informations of Two (2) Supervisors as referees from recent times.

2) 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.

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.*

*WHO has a smoke-free environment and does not recruit smokers or other tobacco users*
Screening Questions
Executive Assistant-Data Management
Contract Type: Special Services Agreement, Level SSA-5
Ref: CAT-1(IVD-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’s degree or equivalent?

Yes □ No □ if yes, please specify .................................................................

4. Do you have at least 5 years working experience in Data Management?

Yes □ No □

5. Do you have near relatives employed by WHO or other UN 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: .........................................................