

<b>Title: Roster of Administrative Assistants (AAs)</b>	<b>Grade: Field Grade 2</b>
<b>Contract type:</b> Special Services Agreement (SSA)	<b>Date: 31 October 2018</b>
<b>Duration:</b> Initial offer of one year, extendable (For details on contract type, please refer to Additional Information below)	<b>Deadline for applications: 20 November 2018</b>
	<b>Prospective Locations: Multiple locations across India- East, North, South, Uttar Pradesh and West</b>

The incumbent will be initially stationed at a given location. S/he could be posted anywhere in India as per the Project needs.

### **OBJECTIVE OF THE PROGRAMME:**

#### **Underlying Values and Core Functions of WHO**

All the Member States of WHO in the South East Asia Region share the common value of the highest attainable standard of health as a fundamental human right. All of WHO actions are based on this and rooted in the underlying values of equity, solidarity and participation.

WHO's mandate revolves around six (6) leadership priorities specifying (i) advancing universal health coverage (ii) health related sustainable development goals (iii) addressing the challenge of non-communicable diseases and mental health, violence and injuries and disabilities (iv) implementing the provisions of the International Health Regulations (2005) (v) increasing access to quality, safe, efficacious and affordable medical products (vi) addressing the social, economic and environmental determinants of health.

The South – East Asia Region of WHO is made up of 11 countries, with over 1.8 billion people, with India's population of 1.3 billion. The diversity of people and health situations requires, on the demand side, a solid understanding of the emerging socio-economic, epidemiologic and demographic patterns and trends at both aggregate as well as national and sub-national levels, with due sensitivity to disadvantaged populations and vulnerable segments of society. On the supply side, it is equally crucial to have a solid understanding of the commonalities and divergences of the health systems as well as of the circumstances and political economy under which they have evolved and operate.

#### **Mission of the WHO Country Office for India**

In the context of the General Programme of Work and within the framework of WHO's Country Cooperation Strategy, the mission of WHO Country Office for India (WCO-India) is to support India in: (i) developing and sustaining its own health policies, health systems and public health programmes; (ii) working to prevent and overcome threats to health; (iii) anticipating future challenges; and (iv) advocating public health.

In pursuit of the above goals, the National Polio Surveillance Project (NPSP) of WCO-India was launched in 1997 to work closely with the Union and State governments to support polio eradication activities in India. Following eradication of polio from India in 2011 and certification of WHO SEAR as polio free in March 2014, NPSP continues to support the government in implementation of the Polio Eradication and End Game Strategic Plan (2013-19).

Further, NPSP is transitioning to National Public Health Surveillance Project by broadening its scope of work and is providing support for the intensification of routine immunization as a part of the overall health system strengthening, supporting the goal of measles elimination & rubella control, introduction of new vaccines, elimination of Neglected Tropical Diseases (NTDs), Leprosy and Malaria in India.

## DESCRIPTION OF DUTIES:

Under the direct supervision of the Sub Regional Team Leader (SRTL) / Officer on Special Duty (OSD) / Officer on Special Assignment (OSA) / Surveillance Medical Officer (SMO) and Regional Administration and Finance Officer (RAFO) (as the case may be), and under the managerial supervision of RAFO/ Regional Team Leader (RTL) (as the case may be), the incumbent will be responsible for discharge of her/his responsibilities as outlined below. This will be in compliance with project guidelines in the assigned district/states with a view to achieve the expected results set out in the relevant WCO-India biennial work plans and in accordance with WHO's Country Cooperation Strategy with India. In the context of WCO India's transition from Polio to Public Health, the set of roles and responsibilities will apply not only to Polio eradication and end game activities but will also cover support to routine immunization, Measles Elimination and Rubella control, Neglected Tropical Diseases etc.

### Finance and Administration:

- Provide administrative assistance to the supervisor in the management of the program;
- Maintain and Update accounts, vouchers, cash book and assist in preparation of necessary reports; Perform bank reconciliation in a timely manner and immediately report discrepancies (if any) to the supervisor;
- Ensure safe custody of all A&F documents and books of accounts;
- Coordinate incoming/outgoing correspondence; and data, travel and general logistics arrangements for training/workshop;
- Process timely payment to vendors as per the established procedures;
- Prepare and monitor the monthly budget to ensure judicious usage of fund;
- Regularly update inventory records of office equipment, assets and other WHO property as per established procedures and ensure safety & security of office equipment & premise Support and facilitate the important process of Handing Over – Taking Over whenever there is a change in the medical officer of the field office.

### Direct Support to Technical Functions:

- Coordinate and provide support to supervisor during supplementary immunization activities for polio and measles, routine immunization, Neglected Tropical Diseases (NTDs) and other activities being done by SMO;
- Maintain and update district wise database of reporting network/health facilities for all surveillance, immunization, NTDs related activities;
- Maintain records for disease surveillance, immunization activities and activities related to neglected tropical diseases;
- Follow up on collection of data, it's entry into relevant databases, analyzing data as required, assist in mapping & preparing reports, collect and report all case details in Case Investigation Form (CIF) and in SIMS;
- Coordinate with Labs, district/state officials on receiving & storing samples and tracking their shipment;
- Assist SMO in monitoring planning and implementation of supplementary immunization activities for measles and polio.

### State Level: (in addition to above)

- Coordinate with field units for consolidation of Weekly reports, follow-up on updating weekly data in SIMS, daily feedback and data during NID/SIA rounds;
- Assistance to supervisor for preparation of State level spot maps, reports and training materials, and in maintaining cordial relationship with govt. officials.
- Undertake any other tasks/duties as assigned by supervisor(s).

## QUALIFICATIONS:

### EDUCATION:

**Essential:** Completion of secondary school education or equivalent.

**Desirable:** University degree preferably in Commerce.

WHO only considers higher educational qualifications obtained from accredited institutions. The list can be accessed through this link: <http://www.whed.net/>

**SKILLS:****Competencies:**

- Teamwork
- Respecting and promoting individual and cultural differences
- Communication
- Producing results
- Moving forward in a changing environment
- Knowing and managing yourself

**Other Skills:**

- Database management skills
- Ability to prepare routine administrative paperwork
- Clerical, word processing, and/or office skills

**EXPERIENCE:**

**Essential:** At least two (2) years' relevant experience in administrative support function in a government department/public sector undertaking, in a multinational corporation, reputed private organizations or NGOs.

**Desirable:** Experience of working in other international organizations or UN Agency in the preferred Duty Station (State) would be an added advantage.

**LANGUAGES:**

Excellent knowledge of written and spoken English and working knowledge of the local language of the preferred duty station (State).

**ADDITIONAL INFORMATION:**

Monthly remuneration will range from INR 35,648 - 41,360 taxable as per Indian laws and the appointment will be through Special Services Agreement (SSA) extendable subject to satisfactory performance and continuing need for the function.

The incumbent should contribute to ensuring high professional, ethical, and institutional standards of the Organization. He/she should also meet professional conduct expectations and basic universal norms of honesty, integrity, loyalty, and lawful behavior. This includes compliance with the above, including ability to: perform within existing organizational structures and governance; adhere to WHO's processes; demonstrate gender and cultural sensitivity; demonstrate respectful and constructive interpersonal communication; perform as a team player; and demonstrate due diligence.

***This vacancy notice may be used to fill other similar positions at the same grade level subject to local recruitment.***

Those who are interested may wish to send their applications in the attached Personal History Form (PHF) (signed and duly completed in all respects) to [seindhr@who.int](mailto:seindhr@who.int)

***Applications which are not filled in all respects will not be considered.***

**A written test and interviews will be used as a form of screening**

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**Only candidates under serious consideration will be contacted.**



**WHO has a smoke-free environment and does not recruit smokers or other tobacco users.**