Vacancy Notice No: WR/INO/19/012 – SSA (For Indonesian Nationals – Candidates from Papua strongly encouraged to apply)

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<th>Title: Administration &amp; Finance Assistant (Polio Eradication Programme)</th>
<th>Duty Station: Jayapura- Papua Province</th>
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<td>Grade: Level 4 (SSA – support function)</td>
<td>Organizational Location: WHO Country Office – Indonesia, Jakarta</td>
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<td>Contract type: Special Service Agreement (SSA)</td>
<td>Duration: 12 (twelve) months</td>
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<td>Annual salary: In accordance with WHO Salary Scale for SSA support function at Level 4 (From IDR 12,566,600 to 19,547,933 per month)</td>
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**OBJECTIVES OF THE PROGRAMME:**

Reoccurrence of polio in a polio free country is a public health emergency of international concern (PHEIC). An outbreak of polio has been declared in Papua New Guinea after a polio case of circulated vaccine derived polio virus (cVDPV) was reported. The onset of this index case was in April 2019. By the end of November 2018, there have been 25 cases in 9 provinces and 2 contact specimens confirmed to be positive for cVDPV1, and all cases have related each other.

Papua is the most eastern province in Indonesia. It has a direct border with Papua New Guinea. In the border area of the two countries, people move back and forth very easily as traditional border crossers. This situation puts risk of disease transmission if one area of these countries is affected by a communicable disease like polio.
Indonesia in general and Papua province should make all efforts to protect its population against the spread of polio by increasing population immunity against polio and increasing sensitivity of Vaccine Preventable Disease (VPD) with priority to Acute Flaccid Paralysis (AFP) surveillance. Competent and eligible experts under Special Service Agreement (SSA) will be assigned to support the Ministry of Health in high risk districts in West Papua to reach those two goals and give technical assistance to district health facility immunization and surveillance staff in planning, implementing, monitoring and evaluation of polio eradication program

SUMMARY OF ASSIGNED DUTIES:

Under the direct supervision of Surveillance Coordinator for Papua and West Papua, Administrative Officer (AO) and general guidance of the Technical Officer – EPI, the incumbent will be based in Jayapura – Papua and provides supports by performing the following specific duties:

1. Provide support to Managers and teams to ensure compliance with organizational, procedures, rules and regulations on administrative and financial matters.
2. Oversee and monitor the information flow of the Unit/Team, screening, sorting, analyzing and identifying areas requiring action by the team lead/team members.
3. Draft general or administrative correspondence on own initiative or based on instructions; finalize correspondence/reports for signature/clearance.
4. Create and maintain filing systems; continuous review of filing system to ensure information is up to date and effectively and efficiently used.
5. Prepare all necessary documentations, do quality administrative checks before approval, upload all relevant documents in the system.
6. Coordinate compilation of technical documents to ensure they are logically compiled, formatted and assembled to facilitate the work of the Team/Unit.
7. Ensure the implementation processes are followed and financial reports are completed at the end of each activity.
8. Using appropriate tracking tools, follow-up on and ensure that target dates and deadlines are met, and that correspondence and queries are responded to in a timely manner.
9. Arrange and coordinate administrative preparation for meetings, seminars, workshops, including: preparing event plans in system, letters of invitation, cost estimates and travel requests; assisting with preparation of documents; dispatching of materials and liaising with participants and others involved.
10. Prepare travel requests for official WHO travels, make flight and hotel reservations, prepare travel files and deal with other related matters as requested or on own initiative.
11. Perform other related duties and responsibilities as required and assigned by supervisor and senior management.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

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<th>Competencies</th>
<th>1. Teamwork</th>
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<td>2.</td>
<td>Respecting and promoting individual and cultural</td>
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<td>3.</td>
<td>Communication</td>
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<td>4.</td>
<td>Producing results</td>
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<td>5.</td>
<td>Moving forward in a changing environment</td>
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| **Functional Knowledge and Skills:** | 1) Strong analytical skills and highly goal oriented  
2) Knowledge of UN/ Public Sector financial and administrative regulations  
3) Excellent writing and communication skills;  
4) Ability to work independently and in team setting  
5) Ability to work in harmony with national/international staff of WHO and Ministry of Health  
6) Ability to prepare good presentations and draft high-quality reports and official documents |
|---|---|
| **Education Qualifications:** | **Essential:** Bachelor’s degree in area of Administration, Management, Finance, Project Management or equivalent from a recognized university  
**Desirable:** Master’s degree in Business Administration, Management, Project Management or equivalent |
| **Experience:** | **Essential:** At least three (3) years of solid experience in the field of general administration, project management, event management, travel or related  
**Desirable:**  
- Five (5) years of relevant experience in the field of general administration, project management, event management, travel or related  
- Working experience in International organization or private company  
- Candidates from Papua are strongly encouraged to apply |
| **Languages:** | Fluent written and spoken English (Essential)  
Bahasa Indonesia Local Papuan language is an advantage (Desirable) |
| **Other Skills (e.g. IT):** | Work is performed in normal working environment.  
Extensive computer skills including the specialized software; proficient in the use of Microsoft Office applications, ability to work in a multi-cultural environment; Excellent organizational and inter- |
LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. The applicants should submit one copy of WHO Personal History Form (PHF) available on https://www.who.int/hac/about/personal_history_form.pdf?ua=1 and provide a Brief Summary giving details of relevant work experience and qualifications. Vacancy Notice number should be mentioned on the application and separate applications are required for more than one vacancy.

2. Applications should be submitted electronically by email to: seinorecruitment@who.int stating in the subject the vacancy number and title of the position. For information on WHO's operations please visit: http://www.searo.who.int/indonesia

3. A written test may be used as a form of screening for the short-listed applicants. The performance in written test will decide on applicant’s eligibility to appear in the interview. WHO does not cover any expenses related to participation in tests and/or interviews

4. Only candidates under serious consideration will be contacted.

5. WHO is committed to workforce diversity

6. WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.

7. Only applications from nationals of INDONESIA will be accepted. Applicants who are not nationals of INDONESIA will not be considered.