VACANCY NOTICE NO. 2019/10

Issue Date: 13 June 2019  
Closing Date: 4 July 2019 -1400hrs

<table>
<thead>
<tr>
<th>Title</th>
<th>Programme Officer (NCD Surveillance)</th>
<th>Duty Station:</th>
<th>Male’, Maldives</th>
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<tbody>
<tr>
<td>Post No.</td>
<td>SSA (Special Services Agreement)</td>
<td>Organizational Location</td>
<td>Ministry of Health</td>
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<tr>
<td>Grade</td>
<td>G4</td>
<td>Duration</td>
<td>6 months</td>
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MAIN DUTIES TO BE PERFORMED:

Under the direct supervision and guidance of NCD Focal Point, as a team member of the NCD Section, Health protection Agency the incumbent will perform below duties:

- Implement active surveillance of NCDs (mainly CVDs, Chronic lung diseases, Diabetes and Cancer), at IGMH, where the NCD Project Officer will have to meet with relevant staff of IGMH, in order to start surveillance at the Hospital. The staff will also be required to arrange if necessary meetings with relevant staff of IGMH, with NCD Team.
- Liaison with Medical Records staff and Medical practitioners and other hospitals, private clinics for data collection, and verify the data collected in order to maintain the quality of data that is entered into the system. The NCD Project Officer is to maintain good relations with the staff in his/her working environment. Also, the staff shall communicate with other relevant departments or sections of IGMH, other hospitals and private clinics if needed, and coordinate in order to facilitate timely data collection.
- Data is to be collected separately for each NCD (CVDs, Chronic lung diseases, Diabetes, Cancer and any other that is decided to be monitored). Daily data entry with verification is to be carried out. The same data collected will be expected to be mailed or sent to the supervisor at the beginning of the next day, in the prescribed format. Simple data analysis is to be carried out on a monthly basis and issued to the supervisor as a monthly report.
- The Registry is to be updated regularly, and patient records are to be verified before entering into the Registry.
- Any data that is collected for surveillance, including the Cancer Registry is confidential, and can only be utilized for the use of the NCD Section, HPA. The data can be shared with another organization only with the permission of HPA. NCD Project Officer will assure to maintain the confidentiality of data collected for surveillance.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

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<tr>
<th>Competencies</th>
<th>1) Fostering, Integration and Teamwork, 2) Respecting and Promoting individual and cultural differences, 3) Communicating in a Credible and effective way, 4) Producing Results, 5) Moving forward in a changing environment.</th>
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| Functional Knowledge & Skills                                               | Good understanding of NCDs and NCD Programme of Ministry of Health  
Good communication skills  
Willingness and ability to work with communities and to undertake field visits.  
Ability to plan, produce quality results and meet deadline  
Strong interpersonal skills and previous experience |
| Educational Qualifications                                                   | Required: Bachelor’s Degree in public health or health related field or;  
Diploma in public health or health related field with 1-year experience or;  
Advance certificate level in a health-related field with 3 years’ experience |
Experience

Required: Minimum of 1-year experience in related field
Desirable: Willingness and ability to work with communities and to undertake field visits

Computer Literacy

Computer skills in MS Excel, MS Word and PowerPoint is a must and knowledge of other Microsoft software will be of an advantage.

Languages

Proficient in Spoken and Written English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications along with national ID and give reasons for being suitable for the post, using the WHO Personal History Form (PHF). Applicants may contact the WHO Country Office for the PHF or download it from the website http://www.searo.who.int/maldives/about/employment.

2. Application, marked “Confidential” should be submitted to the WHO Country Office for Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male’, in the PHF form as stated in 1 above. Applications can also be submitted through e-mail to: semav_vacancy@who.int with the subject as “Application for the post of Programme Officer (NCD Surveillance)”

3. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 1 month.

4. This vacancy is for nationals of the Republic of Maldives only

5. Monthly salary: MVR10,368.00

6. WHO is committed to workforce diversity

7. WHO has a smoke-free environment and does not recruit smokers

8. Please contact WHO Country Office, Male’, Republic of Maldives, for any further details.