VACANCY NOTICE NO. 2019/11 (Re-advertised)

Issue Date: 12 June 2019
Closing Date: 26 June 2019 - 1400hrs

**Title**: Programme Assistant (Health Information System)

**Duty Station**: Male’, Maldives

**Post No.**: SSA (Special Services Agreement)

**Organizational Location**: Ministry of Health

**Grade**: G4

**Duration**: 6 months

**MAIN DUTIES TO BE PERFORMED:**
Under the direct supervision of the Deputy Director General of the Policy and International Health the incumbent will coordinate and provide technical and administrative support for the Health Information Unit in the Ministry of Health for the international consultant to plan and implement all activities specified in Phase 1 to Phase 4 of DHIS2 (HIS) as mentioned in the TOR.

MoH through WHO support will work with both international expert(s) and local experts to conduct the following activities in a phased approach.

**PHASE 1: REQUIREMENT GATHERING PHASE**
- Conduct analysis of interoperability with relevant systems including the Health Information Systems within IGMH information system, Aasandha system, forthcoming GP/family doctor system and Health Information Systems in regional and atoll hospitals and health centres.

**PHASE 2: PREPARATORY PHASE**
- Development of electronic forms/formats in line with the current reporting formats being used in Maldives and orientation of potential users to the utilization of these forms within the DHIS2 platform.
- Migrate data from current data collection mechanisms in place (including data from databases, excels sheets and other electronic and manual reporting mechanisms in place) in to a beta instance for initial analysis and use.
- Conduct an Initial overview training for the steering committee/ a technical working group to acquire familiarity of the system.

**PHASE 3: PILOTING OF DHIS2 AND TROUBLE SHOOTING**
- Conduct a high level DHIS2 training for potential users and data managers (this should include training of users from the selected pilot settings)
  - Training configuration and management of the system
- Monitor piloting of the DHIS2 in selected setting
  - Identify and tackle issues that requires trouble shooting

**PHASE 4: ROLL OUT**
- Provide technical assistance to the steering committee/ technical committee to develop a strategic roll out plan.
- Conduct a second round of high level DHIS2 training for potential users and data managers (this should include training of users from all roll out settings)
  - Training configuration and management of the system
  - Training on trouble shooting and mitigating common issues identified.
- Monitor and provide feedback during the roll out of DHIS2 in Maldives.
  - Identify and tackle issues that requires trouble shooting during roll out.
## EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>*1. Teamwork</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*2. Respecting and promoting individual and cultural differences</td>
</tr>
<tr>
<td></td>
<td>*3. Communication</td>
</tr>
<tr>
<td></td>
<td>4. Producing results</td>
</tr>
<tr>
<td></td>
<td>5. Knowing and managing yourself</td>
</tr>
</tbody>
</table>

| Functional Knowledge & Skills | Strong interpersonal skills and communication skills and ability to coordinate activities with several different parties (mainly government organizations), individuals and media |
|                              | Ability to write reports, minutes of meetings (in both English and Dhivehi) and proposals for grants or technical assistance (in English) according to formats and technical guidance provided independently. Supervision will be provided but should be able to write such documents independently based on instruction. This should be demonstrated by evidence, e.g. copies of reports written by the candidate for work-related projects, research projects, course projects or assignments. |
|                              | Motivated and interested in self-learning |

| Educational Qualifications  | **Required:** bachelor’s degree in Information Technology, Hospital Information Management, Health Statistics, business management or any other management areas. |
|                            | **Desirable:** Good command of both English and Dhivehi, spoken, written, and presentation including word processing skills in both languages |

| Experience                  | **Required:** Should have at least 1-year office work experience preferably in consultancy or project work |
|                            | **Desirable:** Computer literate, including MS Office package and use of email, internet, etc. |

| Computer Literacy           | Computer literate, including MS Office package and use of email, internet, etc. |

| Languages                   | Excellent knowledge of 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. Applicants from the United Nations or Specialized Agencies should apply through their HR Officers and should attach completed personal history forms.

3. 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 Assistant (Health Information System)"

4. A written test, using computer, will be held for the short-listed applicants. The performance in written test will decide applicant’s eligibility to appear in the interview.

5. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 2 months.

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

7. **Monthly salary:** MVR10,368.00.00

8. WHO is committed to workforce diversity

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