



VACANCY NOTICE NO. 2019/12

Issue Date: 8 August 2019

Closing Date: 29 August 2019 -1400hrs

Title	Programme Assistant	Duty Station	Male', Maldives
Contract Arrangement and type:	Multiple contractual arrangements/Roster(SSA)	Organizational Location	Ministry of Health (or elsewhere dependent on program)
Grade	SSA 4 or SSA 5	Duration	Variable

Purpose:

WHO Maldives is creating a roster to hire suitable candidates on short assignments under Special Services Agreement (SSA). Once selected, these SSA holders will be working with specific program of the Ministry of Health. The incumbents will be required to provide programmatic support in following areas of work.

- **Non-Communicable Disease**
- **Environmental Health and Climate Change**
- **Communicable Diseases**
- **Health System (Health Information System)**
- **Health Emergencies and IHR**

Interested candidates may consider applying against this Vacancy Notice specifying respective area of interest. The shortlisted candidates will be contacted at a later date for assessment. The validity of this roster will be two years:

Description of Duties:

The incumbent provides programmatic support in one of the work areas mentioned above. As appropriate to the level of position, the duties and responsibilities may include some or all of the following:

1. Process correspondence and requests, and follow up on implementation of all administrative actions, ensuring adherence to deadlines and timely response to correspondence and queries.
2. Coordinate meetings, workshops, training courses, etc., and provide secretarial support during meetings
3. Develop proposals for fund mobilization and support monitoring, supervision and reporting of the technical programmes.
4. Coordinate and communicate with multiple stakeholders as per programmatic needs.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	*1. Teamwork *2. Respecting and promoting individual and cultural differences *3. Communication 4. Producing results 5. Knowing and managing yourself
Educational Qualifications	Required: Diploma in Health/Science or in related field Desirable: At least on year experience in relevant field
Experience	Required: Should have at least 1-year experience in relevant field
Computer Literacy	Proficiency in the use of standard office software such as MS Word, Excel, Power Point, and standard internet applications.
Languages	Fluent in written and spoken English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit copy of national ID and completed PHF (Personal History Form) with areas of interest clearly identified. 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. Applications, should be submitted to WHO in a sealed envelope, marked "Confidential" and "Application for the post of "Multiple contractual arrangements/Roster" to the WHO Country Office for Maldives, 6th Floor, Roashanee Building, Sosun Magu, Male'. Applications can also be submitted through e-mail to: semav_vacancy@who.int with the subject as "Application for the post of "Multiple contractual arrangements/Roster"
3. Date and time of the interview will be communicated to the shortlisted candidates separately.
4. This vacancy is for nationals of the Republic of Maldives only.
5. WHO has a smoke-free environment and does not recruit smokers
6. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.
7. Candidates who are selected for the roster will be informed within one month.