The mission of WHO is the attainment by all peoples of the highest possible level of health.

Vacancy Notice No. NEP/IPD/SSA/2019/001
Title: Surveillance Medical Officer
Contract Type: Special Services Agreement (SSA)
Duty Station: WHO-IPD FIELD OFFICE
Unit/Office: Programme for Immunization Preventable Diseases (IPD)

The World Health Organization (WHO), Nepal invites applications from qualified and experienced Nepalese citizens for the position of Surveillance Medical Officer.

Under the overall guidance of Team Lead IPD, SMO will provide technical assistance to surveillance and immunization (routine and supplementary) related programs for immunization preventable diseases (polio, measles, Japanese encephalitis and other diseases) at provincial and sub-provincial levels.

He/she will be responsible for:
1. Providing technical assistance to Govt. counterparts in assigned area for all programme aspects of vaccine preventable disease (VPD) eradication (polio), elimination (measles) and control (JE and other VPDs) in accordance with guidelines and procedures provided by WHO and the Department of Health Services (DOHS), Ministry of Health (MoH), GoN.
2. Surveillance of vaccine preventable diseases (polio, measles, JE and others) including but not limited to, liaising with surveillance sites (in public and private sectors) for active case searches, case reporting and investigation, sample collection and shipment, data collection and processing, training and capacity building of provincial and sub-provincial level counterparts, and outbreak response to VPDs. Analyse and interpret VPD surveillance data to inform decisions for action in coordination with appropriate health authorities.
3. Support immunization activities (routine and supplementary) to improve coverage with equity: This will include support in micro-planning, identification of high risk areas, capacity building, monitoring and coordinating corrective responses linking immunization and surveillance data.
4. Develop and maintain excellent professional working relationships with health teams at provincial, district and local levels, in designated area, as well as with other individuals and organizations related to the polio eradication initiative and other VPD elimination and control.
5. If instructed by supervisor, work with counterparts across international borders as required for coordinated activities for VPD eradication/elimination/control, e.g. in planning and implementing SIAs, cross-border notification, investigation, and follow-up of polio and measles cases, etc.
6. Be accountable for and manage the assigned IPD field office including asset and budget management.
7. Supervise and manage IPD field office personnel e.g. administrative assistant and driver as appropriate. Ensure that reports of activities, cashbook expenditures, and other administrative duties according to established WHO guidelines are performed by them.
8. In addition to VPDs, SMO may also have to provide technical assistance to concerned province, local body or district in responding to other health emergencies and disease outbreaks.
9. Coordinate and collaborate with other stakeholders and donor representatives as advised by central IPD office.
10. Any additional tasks as per need of the programme.

Qualifications: Education:
Essential: Graduate degree in medicine from a recognized college or university.
Desirable: Post graduate qualification in one or more of the following disciplines or allied disciplines would be considered an asset: Paediatrics / Public Health / Epidemiology.
Work experience
1. Essential: At least two years’ experience in Public Health or related work or a minimum of one year of experience in Public Health and 3 years in the Health Sector.
2. Desirable: Experience of working in the NGO/INGO sector would be an asset.

Competencies: 1. Communicating in a credible and effective Way; 2. Producing results 3. Ensuring the effective use of resources; 4. Technical expertise; 5. Teamwork

Functional Skills and Knowledge:
Good interpersonal skills, able to work as a team member in a multi-cultural environment. Ability to travel within the country and to perform practical hands-on field work. Ability to participate actively and cooperatively in knowledge sharing and policy forums at various levels and also to coordinate with the GoN agencies. Good knowledge in vaccine, immunization and surveillance sector. Very good analytical skills including ability to collect and analyse technical data and information and to draw and present conclusions in written and spoken form. Very good writing skills in English, including ability to write clear and concise progress reports, analytical reports, plans and proposals.

Language:
Excellent knowledge of written and spoken English, and Nepali

Other Skills:
Proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook), Internet essential.

Salary: Approximately NPR 180,000 per month (taxable).

The ideal candidate should be self-motivated and able to deliver results with minimal day-to-day supervision. S/he will be expected to be innovative and flexible within the parameters laid out by WHO technical guidelines and to closely coordinate with IPD central office at all times. The position needs substantial domestic travel. Absolute integrity and reliability for data and financial responsibilities are essential. WHO has a zero tolerance policy towards any deviations in these areas.

Interested candidates meeting above requirements should submit applications to WHO Representative to Nepal with CV in WHO or UN Personal History Form (PHF). The personal history form and other details can be downloaded from website: http://www.searo.who.int/nepal/mediacentre/vacancy/en/.

Only Electronic applications would be entertained and should be sent by email to senepipdvacancy@who.int, mentioning vacancy notice number in the subject line.

Applications should be sent in not later than date indicated above.
- This vacancy requisition may be used to fill other similar positions at the same level.
- Only short listed applicants will be contacted for test/interview etc.
- Qualified female candidates are encouraged to apply
- Candidates should be ready to produce all testimonials and certificates in original.
- Any misrepresentation of facts would disqualify the candidate. No telephone enquiries or paper applications please.

"WHO is committed to workforce diversity"
WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.