

VACANCY NOTICE NO. 2018/07 (re-advertised)

Issue Date: **16 October 2018**

Closing Date: **30 October 2018 -1400hrs**

Title	HRH Analyst	Duty Station	Male', Maldives
Post No.	SSA	Organizational Location	Ministry of Health
Grade	SSA-4	Duration	(7 months)

MAIN DUTIES TO BE PERFORMED:

Under the direct supervision and guidance of Director of Human Resource Division, as a team member of the HR division of Ministry of Health the incumbent will do the following tasks:

1- To facilitate all the administrative works relating to Health Workforce registry and HR Action plan which includes:

- Facilitate to implement health workforce registry and capacity building to monitor.
- Data Collection and data entering.
- Organize meetings with relevant stakeholders when required.
- Attend meetings, give technical input regarding National Health Workforce registry.
- Facilitate to develop national capacity and tool to formulate and monitor HR Plans, polices, strategies and projects.
- Facilitate to monitor compliance with HR guidelines / standards in health facilities.
- Facilitate to develop national Online orientation programs for HR workforce.
- Other relevant work assigned.

2- To facilitate all the works, in order to execute National Health Workforce Strategic Plan which includes:

- Organize meetings with relevant stakeholders when required.
- Make technical write-ups, presentations and media reports.
- Attend meetings, give technical input regarding National Health Workforce Strategic Action Plan.
- Plan and execute National Health Workforce Strategic Plan.
- Plan and execute advocacy to create awareness on National Health Workforce Strategic Plan.
- Other relevant work assigned.

3- To facilitate all the works in reviewing and updating the current National Health Workforce Strategic Plan which includes:

- Facilitate in conducting assessments of its performance by gathering and analyzing information.
- Facilitate in convening the planning group to review performance and reassess goals, outcomes, strategies, and action steps and to make recommendations for changes.
- Facilitate in revising the National Health Workforce Strategic Plan and Action Plan.
- Organize meetings with relevant stakeholders when required during reviewing process.
- Make technical write-ups, presentations and media reports.
- Attend meetings, give technical inputs.
- Plan and execute advocacy to create awareness on revised National Health Workforce Strategic Plan.
- Other relevant work assigned.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	*1. Teamwork *2. Respecting and promoting individual and cultural differences *3. Communication 4. Producing results 5. Moving Forward in a Changing Environment
Functional Knowledge & Skills	Translation skills and able to communicate effectively. Able to work as part of a team, coordinate with others and follow directions and guidance from supervisor
Educational Qualifications	Required: Graduate degree in human resource management, or management Desirable: Experience in strategic planning, project management, qualitative and quantitative research and data analysis is an added advantage
Experience	Required: Minimum of 2 years (preferred 4 years) experience in related field(s) would be an added advantage Desirable: Willingness and ability to work long hours and to undertake field visits.

Computer Literacy	Computer skills in MS Excel and MS Word, is a must and knowledge of other Microsoft software will be of an advantage.
Languages	Excellent knowledge of English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note: Applicants should submit a brief resume of their relevant experience and other qualifications 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>.

1. Applicants from the United Nations or Specialized Agencies should apply through their HR Officers and should attach completed personal history forms.
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 "HRH Analyst".
3. 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.
4. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 2 months.
5. This vacancy is for nationals of the Republic of Maldives only. Minimum age of employment is:20 years
6. Monthly salary: MVR11,221.00
7. WHO is committed to workforce diversity
9. WHO has a smoke-free environment and does not recruit smokers
10. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.