

VACANCY NOTICE NO. 2020/04 (Re advertised)

Issue Date: 29 July 2020

Closing Date: 12 August 2020 -
1400hrs

Title	Programme Assistant (Hepatitis & HIV)	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Ministry of Health/Health Protection Agency
Grade	SSA 4	Duration	16 Months

MAIN DUTIES TO BE PERFORMED:

Work under the direct supervision and guidance of Senior Public Health Program Officer, as a team member of Health protection Agency the staff member will perform the below duties;

1. Coordinate development and implementation of policies, procedures related to viral hepatitis, including project development, planning and budgeting.
2. Coordinate and conduct educational, screening, and vaccination campaigns.
3. Collaborate with health care facilities to set up surveillance, and support linkage to care for people living with HBV identified through HEP surveillance program/case reporting.
4. Coordinate data collection, analysis and prepare reports
5. Develop and disseminate factual/accurate and appropriate messages on viral hepatitis.
6. Engage communities in designing interventions and awareness campaign
7. Build engagement with stakeholders – particularly from priority populations to ensure Hepatitis remains a strong, representative and relevant organization.
8. Perform other duties as required to fulfil the requirements of National HIV Programme

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

Competencies	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) Time Management
Educational Qualifications	Required: Bachelor's Degree in public health or related field or; Diploma in public health or related field or 3 passes in higher secondary education
Experience	Required: Should have at least 1 year office work experience in project management; Ability to plan, prioritize and deliver quality services on time. Desirable: Have experience in data analysis.
Computer Literacy	Computer literate, including MS Office package and use of email, internet, etc.

Knowledge & Skills	Ability to plan, prioritize and deliver quality services on time Excellent 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
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 Assistant (Hepatitis & HIV)"
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: MVR10,912.00.00
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.