

## Terms of Reference, Cold Chain Support Staff

### Position overview:

The **Cold Chain Support Staff** will work under the direct supervision of Director, National Immunization Program assigned to the specific functions of the Cold chain and supply management, and under the overall leadership and guidance of Director General of Public Health. The Cold Chain Support Staff will provide assistance and support mainly in vaccine and supply chain management.

### EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

**Competencies** Ability to complete tasks on tight deadlines and manage time. High degree of flexibility (to work longer hours, on duty shift basis and on weekends as per requirement), creativity and good inter-personnel skills.

**Functional Knowledge & Skills:** Fluency in communication skills and able to prove excellent writing skills in English/Dhivehi

**Educational Qualifications Required:** Diploma in supply chain management, Business Administration or Above educational qualifications

**Desirable:** Good knowledge in computer skills (especially Microsoft office applications such as Excel, Access and PowerPoint)

**Experience:** Experience in supply chain and logistic management, priority will be given for applicants with prior experience in the health logistics management, and those who have experience in the COVID-9 Vaccination Campaign and any other Vaccination Campaign.

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

**Languages:** Excellent knowledge of English and Dhivehi

**Salary: MVR 8800.00**

**Contract Duration:** This is a **08 month** contract. The contract shall be renewed based on performance, need, and funding.

**Documents to be submitted:**

- Curriculum Vitae
- Copy of National ID card
- Copies of relevant educational certificates

**Working Hours and Leave Detail**

1. Working Hours: 08:00-14:00hrs, weekdays. The staff hired may be required to work additional hours outside the above working hours during the term of the contract.
2. Leaves will be given as per Civil Service Regulation.

**Code of Conduct**

The staff hired under this TOR, shall follow and maintain the standard of professional code of Conduct set by the Civil Service Commission and Policies, Standards, Guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

**Selection Criteria**

<b>Areas</b>	<b>Marks %</b>
<i>Educational qualification</i>	<i>20%</i>
<i>Overall working experience</i>	<i>10%</i>
<i>Overall (health,Logistic,Covid19 response) background experience</i>	<i>10%</i>
<i>Interview marks</i>	<i>60%</i>