

Terms of Reference, COVID-19 Vaccine Data Management

Position overview:

The **COVID-19 Vaccine Data Management staff** will work under the direct supervision of Director, National Immunization Program assigned to the specific functions of the COVID-19 Vaccination Campaign, and under the overall leadership and guidance of Director General of Public Health. The COVID-19 Vaccine Data Management staff will provide assistance and support mainly in data management and digitalization related to all Immunization activities including COVID-19 Vaccination.

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: Certificate IV in Information Technology or Data management, Business Administration or related field or Above educational qualifications

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

Experience: Experience in Data management, priority will be given for applicants with prior experience in the health related data 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 8300.00

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

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

Areas	Marks %
<i>Educational qualification</i>	20%
<i>Overall working experience</i>	10%
<i>Overall (health, COVID emergency) background experience</i>	10%
<i>Interview marks</i>	60%

Note:

This vacancy is for nationals of the Republic of Maldives only