

## Terms of Reference, COVID-19 Vaccine Support Staff

### Position overview:

The **COVID-19 Vaccine Support 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 support staff will provide assistance and support mainly in administrative and technical functions 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:** Completed GCE O or Above educational qualifications

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

**Experience:** No experience required, but priority will be given for applicants with prior experience in the health field, and those who have experience working/volunteering in the COVID-9 Vaccination Campaign and any other emergency response

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

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

**Salary: MVR 7500.00**

**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, COVID emergency) background experience</i>	<i>10%</i>
<i>Interview marks</i>	<i>60%</i>