



VACANCY NOTICE NO. 2020/01

Issue Date: 6 January 2020

Closing Date: 20 January 2020 -
1400hrs

Title	Programme Assistant (NCD Surveillance)	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Ministry of Health/Health Protection Agency
Grade	SSA 4	Duration	11 Months

MAIN DUTIES TO BE PERFORMED:

Work as a team member, under the direct supervision and guidance of the Director of the Health Protection Agency, the incumbent will carry out the following tasks:

- To raise the priority accorded to the prevention and control of non-communicable diseases in the national agendas and policies according to international agreed development goals through strengthened international cooperation and advocacy
- To strengthen national capacity, leadership, governance and partnerships for the prevention and control of NCDs.
- To strengthen and orient health systems to address the prevention and control of NCDs.
- To monitor the trends and determinants of NCDs and evaluate progress in their prevention and control.
- Creating awareness in the community about existing unhealthy habits that lead to development of NCDs
- Reducing overall burden of NCDs by intervention and through creation of health-promoting environments.
- To promote and support national capacity for high quality surveillance and operational research development for the prevention and control of non-communicable diseases (specifically cancer)
- Any other work related to NCD as assigned by the Director and senior staff

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 in public health or health related field Desirable: Diploma in public health or health related field
Experience	Required: 1 to 2 years work experience in public health related field
Computer Literacy	Able to operate MS-office packages (Outlook Email, Word, Excel, PowerPoint)
Languages	Fluent in written and spoken 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 (NCD Surveillance)"
- 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.