

VACANCY NOTICE NO. 2020/02

Issue Date: 20 January 2020

Closing Date: 03 February 2020 -
1400hrs

Title	Health and Fitness Coordinator	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Ministry of Youth, Sports and Community Empowerment
Grade	SSA 5	Duration	10.5 Months

MAIN DUTIES TO BE PERFORMED:

Under the direct supervision and guidance of the Director of the Ministry of Youth, Sports and Community Empowerment, the incumbent will be responsible for overall coordination of nationwide health and fitness program "Mission Fit Maldives" and carry out the following tasks:

- coordinating, delivering and promoting activities recommended/organized by the advisory committee.
- facilitate training, supporting, developing and managing instructors and volunteer staff
- raising public awareness of health and fitness issues and promoting participation in sport and physical activity, particularly amongst underrepresented groups
- evaluating and monitoring activities and projects using performance indicators
- maintaining records and producing written reports
- attending local, regional and national meetings, seminars and conferences related to development of health and fitness.
- checking venues and managing facilities
- liaising with stakeholders such as fitness centers, fitness instructors, educational institutions and local councils.
- managing resources and a budget and identifying potential opportunities for external funding
- maintaining links with county, regional and national sporting representatives and organizations
- working within specific guidelines, e.g. equal opportunities, health and safety and child protection
- offering coaching and supervision when appropriate.

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 physical education/exercise science Desirable: Post graduate certificate in physical education/exercise science and/or related field

Experience	<p>Required: 5 years' work experience directly related to the duties and responsibilities specified.</p> <p>Desirable: Experience in conducting trainings/workshop directly related to the duties and responsibilities specified in Terms of Reference (TOR).</p>
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 "Health and Fitness Coordinator"
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: MVR13,641.00
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.