



NOTICE FOR HIRING SUPPORT STAFF FOR HEOC

Issue Date: 2nd July 2021

Closing Date: 7th July 2021-
14:00 hours

World Health Organization Maldives is supporting Ministry of Health to hire **07 Staff (Program Assistants, COVID-19 Program)** to work at **Health Emergencies Operation Center, Health Protection Agency** on a temporary basis **for duration of 6 months (with possibility to extend up to one year)**

Scope of Work

The support staff will work under the direct supervision of cluster heads assigned to the specific functions of the COVID-19 operations, 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 COVID-19 operations.

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 Levels, or, GCE A Levels 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 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

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

Applicants should submit a brief resume of their relevant experience and other qualifications along with national ID and any other relevant information for being suitable for the post. The candidates will be

shortlisted and contacted by Ministry of Health, Maldives.

1. Applications should ONLY be submitted via link: <https://docs.google.com/forms/d/e/1FAIpQLScT-VT2RGEEwoehIIEIbWzkny1HAQiwey5P1Ejwo1AWnxvOWg/viewform>
2. This vacancy is for nationals of the Republic of Maldives only
3. Monthly salary: MVR10,200.00
4. Please contact **+960 3014423 (Ministry of Health)** for any further queries/details