



AOI
Amag
22/11/17

VACANCY NOTICE NO. 2017/12 (Re-advertised)

Issue Date: 23 November 2017

Closing Date: 14 December 2017 -1400hrs

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| Title | Counsellor | Duty Station | Male', Maldives |
| Post No. | SSA | Organizational Location | Ministry of Health |
| Grade | G4 | Duration | Temporary (1 year) |

MAIN DUTIES TO BE PERFORMED:

Under the direct supervision of the Director of Dhamanaveshi, the incumbent will provide counseling for people who come to Tobacco cessation clinic, Adolescent health clinic, NCD clinic, Reproductive health clinic, HIV clinic and also for those who request counseling for mental health issues and other everyday life issues in the Ministry of Health. For more details please contact WHO Office, Male'.

EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

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| Competencies | *1. Teamwork *2. Respecting and promoting individual and cultural differences *3. Communication 4. Producing results 5. Time management |
| Functional Knowledge & Skills | Strong interpersonal skills and communication skills and ability to coordinate activities with several different parties (mainly government organizations), individuals and media Ability to independently write reports (in both English and Dhivehi) according to formats and technical guidance provided. Motivated and interested in self-learning |
| Educational Qualifications | Required 1- Maldives National qualification level 4 Certificate in Counseling with the working experience in related field for 2 years. 2. Maldives National qualification level 5 certification in counselling. 3. Maldives National qualification level 4 Certificate in Counselling with Maldives National qualification level 4 or higher qualification in a related field. 4. Registered in Maldives Allied counsel 5. Should tobacco-free (never used, or quit at least 3 months ago) Desirable : Good command of both English and Dhivehi, spoken, written, and presentation including word processing skills in both languages |
| Experience | Required : Should have at least 1 year office work experience in the field or related field Desirable : Computer literate, including MS Office package and use of email, internet, etc. |
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| Languages | Excellent knowledge of English and Dhivehi |

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

1. Applicants should submit a brief resume of their relevant experience and other qualifications 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. Applicants from the United Nations or Specialized Agencies should apply through their HR Officers, and should attach completed personal history forms.

3. 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 "Counsellor"
4. A written test, using computer, will be held for the short-listed applicants. The performance in written test will decide applicant's eligibility to appear in the interview.
5. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 2 months.
6. This vacancy is for nationals of the Republic of Maldives only. Mandatory age of employment is:20 years
7. Annual salary: MVR139,764.00
8. WHO is committed to workforce diversity
9. WHO has a smoke-free environment and does not recruit smokers
10. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.