

## VACANCY NOTICE NO. 2021/11

**Issue Date:** 13 September 2021

**Closing Date:** 27 September 2021 -  
1400hrs

<b>Title</b>	Programme Assistant (Emergency)	<b>Duty Station</b>	Male', Maldives
<b>Contract Arrangement and type:</b>	SSA	<b>Organizational Location</b>	Health Protection Agency/Ministry of Health
<b>Grade</b>	SSA 4	<b>Duration</b>	6 months (initially until end December 2021)

### MAIN DUTIES TO BE PERFORMED:

The SSA holder will be assigned to the Ministry of Health/Health Protection Agency under SP 2 (Emergency) and will have the following terms of reference (TORs):

1. Assist in updating the different emergency preparedness and response plans. This include working closely with consultants and obtaining feedback from the relevant stakeholder agencies.
2. Assist in planning, arranging and implementing table-top exercises, functional exercises and emergency drills to test the different plans developed and strengthen agency readiness for different types of hazards.
3. Assist in emergency health preparedness in the atolls by reviving the activities conducted by the National Hospital Emergency Planning committee.
4. Maintain and work closely with relevant agencies such as National Disaster Management Authority, MNDF, Police, hospitals etc, and update/maintain Health Emergency Coordination Committee (HECC) committee meetings.
5. Support IHR Program manager on IHR recommendations and monitoring progress, reporting to WHO and other state parties as well as update the National IHR Committee
6. Assist in timely responding to all hazards reported from greater Male' area and from atolls. This includes fulfilling responsibilities associated with Health Emergency Operations Center (HEOC) and providing guidance to atolls. In addition to compiling After Action Review (AAR) relating to any kind of emergency incidents and situations.
7. Assist in providing updates for National Resilience and Recovery plan. required by Policy Planning International Health Division and WHO.
8. Assist in Maintenance of stock items, and distribution of items to health facilities to ensure continued availability' including ensuring and alerting when stock is low and there is need for procurement of items such as Tamiflu, chlorine, etc.
9. Assist in timely procurement of items, and communication with donor agencies for support with procurement as and when required.
10. Assist in development of guidelines and IEC materials for health promotion related to the different types of hazards and foodborne diseases.
11. Support to Plan and develop trainings to strengthen emergency preparedness in collaboration with other departments in MoH and also involving external relevant stakeholders. This includes RRT trainings, foodborne diseases trainings, event-based emergency trainings etc.
12. Attend meetings and maintain proper documentation and filing of all records, reports and program related documents.
13. Perform other tasks related to Communicable Disease Surveillance.

## EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

<b>Competencies</b>	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) knowing and managing yourself
<b>Educational Qualifications</b>	<b>Required :</b> • Completed Diploma in a Health, Emergency, Project Management or Social Science and Humanities related field <b>Desirable :</b> • Bachelor's Degree in a Health, Emergency, Project Management or Social Science and humanities related field
<b>Experience</b>	<b>Required :</b> • minimum ONE years' work experience in the relevant field after completion of studies. <b>Desirable:</b> • minimum two years' work experience in the relevant field after completion of studies.
<b>Knowledge and skills</b>	Excellent communication skills Ability to plan, produce quality results and meet deadline Strong interpersonal skills and previous experience. Have excellent knowledge in developing activity proposals and budget estimates
<b>Computer Literacy</b>	Computer literate, including MS Office package and use of email, internet, etc.
<b>Languages</b>	Proficient in Spoken and Written 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 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 <https://www.who.int/maldives/about/careers-in-who-maldives>

1. 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](mailto:semav_vacancy@who.int) with the subject as "Application for the post of "Programme Assistant" (Emergency)
2. Date and time of the written test and interview will be communicated to the shortlisted candidates separately. Recruitment process time is approximately 1 month.
3. This vacancy is for nationals of the Republic of Maldives only.
4. Monthly salary: MVR 10,912.00
5. WHO is committed to workforce diversity.
6. WHO has a smoke-free environment and does not recruit smokers.
7. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.