

VACANCY NOTICE NO. 2021/12

Issue Date: 20 September 2021

Closing Date: 04 October 2021 -
1400hrs

Title	Programme Assistant (Health Information System)	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Health Protection Agency/Ministry of Health
Grade	SSA 4	Duration	1 Year (initially until end December 2021)

MAIN DUTIES TO BE PERFORMED:

The SSA holder will be assigned to the Ministry of Health under SP 1 and will have the following terms of reference (TORs):

To coordinate and provide technical and administrative support for the implementation of District Health Information Software Version 2 (DHIS2)

- The support staff should provide weekly progress updates to the focal point/team at Ministry of Health.
- To oversee the currently established routine health information module of DHIS2 in coordination with data entry focal points in different health facilities across the country & to roll out DHIS2 in private health facilities and clinics which are currently not using DHIS2.
- To maintain a log of all issues encountered and coordinate with the consultant to trouble shoot these issues.
- To provide support to the international consultancy team with arranging meetings with stakeholders, & arranging logistics and other requirements for trainings, collating necessary data from Ministry of Health (eg: IT division), monitoring the progress, follow up & provide administrative support on the implementation of tasks assigned to the consultant based on the deliverables included in the contract with the consultant team.

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) knowing and managing yourself
Educational Qualifications	Required : At minimum, the candidate should hold a diploma in fields such as administration, management, community health, public health, health science or any other related administrative and/or management field Desirable : A Bachelor's degree is desirable
Experience	Required : Should have at least 1 year office work experience preferably in consultancy or project work

	Desirable : Computer literate, including MS Office package and use of email, internet, etc.
Knowledge and skills	<p>Must be able to manage diverse viewpoints and work in demanding situations</p> <ul style="list-style-type: none"> • Strong interpersonal skills and communication skills and ability to work together as a team with a variety of stakeholders and meet deadlines - Motivated and interested in self-learning • report writing skills according to set formats & guidance. • Able to work long hours based on need
Computer Literacy	Computer literate, including MS Office package and use of email, internet, etc.
Languages	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 with the subject as “Application for the post of “Programme Assistant” (Health Information System)
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.