# VACANCY NOTICE NO. 2020/04

**Issue Date:** 11 February 2020  
**Closing Date:** 25 February 2020 - 1400hrs

<table>
<thead>
<tr>
<th>Title</th>
<th>Programme Assistant (Hepatitis &amp; HIV)</th>
<th>Duty Station</th>
<th>Contract Arrangement and type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>SSA 4</td>
<td>Organizational Location</td>
<td>SSA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Duration</td>
<td>07 Months</td>
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**Main Duties to be Performed:**

Work under the direct supervision and guidance of Senior Public Health Program Officer; as a team member of Health protection Agency the staff member will perform the below duties:

1. Coordinate development and implementation of policies, procedures related to viral hepatitis, including project development, planning and budgeting.
2. Coordinate and conduct educational, screening, and vaccination campaigns.
3. Collaborate with health care facilities to set up surveillance, and support linkage to care for people living with HBV identified through HEP surveillance program/case reporting.
4. Coordinate data collection, analysis and prepare reports.
5. Develop and disseminate factual/accurate and appropriate messages on viral hepatitis.
7. Build engagement with stakeholders – particularly from priority populations to ensure Hepatitis remains a strong, representative and relevant organization.
8. Perform other duties as required to fulfil the requirements of National HIV Programme

## 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 |
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<tbody>
<tr>
<td>Educational Qualifications</td>
<td>Required: Bachelor’s Degree in public health or related field or; Diploma in public health or related field or 3 passes in higher secondary education</td>
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| Experience | Required: Should have at least 1 year office work experience in project management; Ability to plan, prioritize and deliver quality services on time.  
Desirable: Have experience in data analysis. |
| Computer Literacy | Computer literate, including MS Office package and use of email, internet, etc. |
| Knowledge & Skills | Ability to plan, prioritize and deliver quality services on time  
Excellent communication skills  
Willingness and ability to work with communities and to undertake field visits.  
Ability to plan, produce quality results and meet deadline  
Strong interpersonal skills and previous experience |
| Languages | Proficient in Spoken and Written 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](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 “Programme Assistant (Hepatitis & HIV)”

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: MVR10,312.00

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.