The mission of WHO is the attainment by all peoples of the highest possible level of health.

VACANCY NOTICE: WCO/2019/SSA/WHE/07
DATE OF ISSUE: 30 November 2019

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ROSTER: WHO Health Emergencies Programme Field Medical Officer (WHE- FMO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT TYPE</td>
<td>Special Service Agreement (SSA)</td>
</tr>
<tr>
<td>APPLICATION DEADLINE</td>
<td>14 December 2019</td>
</tr>
<tr>
<td>DURATION OF CONTRACT</td>
<td>12 months with possibility of extension</td>
</tr>
<tr>
<td>UNIT/OFFICE</td>
<td>WHO Health Emergency Programme (WHE), WHO Representative Office</td>
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<tr>
<td>DUTY STATION</td>
<td>Anywhere, within Nepal</td>
</tr>
<tr>
<td>(Health Emergency Operation Centres / EDCD / NPHL / DoHS/ MoHP</td>
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<tr>
<td>WHE – WHO Representative Office)</td>
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<tr>
<td>SCHEDULE</td>
<td>Full-time</td>
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<tr>
<td>SALARY</td>
<td>Lump sum package of NPR 196,102.00 per month (Taxable).</td>
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**Note:**
The purpose of this Vacancy Notice is to invite qualified professionals with relevant expertise for the position of WHO Health Emergencies Programme Field Medical Officer (WHE- FMO) under SSA contract for inclusion in a roster of experts for possible short-term assignments which may arise from time to time at the WHO Health Emergency Programme (WHE), WHO Nepal.

**Purpose of the Position:**
To effectively operationalize WHO technical assistance for the MoHP in the federalized context at the federal and provincial levels to implement the national action plan for health security (NAPHS) to comply with the International Health Regulations (2005) and the action plan for achieving the national targets for the Sendai Framework for Disaster Risk Reduction 2015-2030 and the related Sustainable Development Goals.

**Summary of assigned duties:**
Under the overall guidance of the Team Leader – WHO Health Emergencies Program (WHE), the direct supervision of the WHE Technical Officers (TO) / National Professional Officers (NPO) of the WHO Country Office for Nepal and the guidance of the Director-EDCD / Director-NPHL / Chief-HEDMU of DoHS / MoHP, GoN / Provincial Health Secretary, Provincial MoSD, the WHO-FMO will perform the following duties:

**National Health Security Core Capacities Enhancement (NHS-CCE)**
- Support the Federal / Provincial health authorities:
  - To establish and ensure the efficient functioning of the Public Health Emergency Management Sub Committees (PHEM-SC) as per the Risk Reduction & Disaster Management Act of the GoN;
  - To efficiently implement, monitor and assess existing and planned epidemiologic and laboratory surveillance (event and indicator based) mechanisms for public health events / diseases which are epidemic prone or of public health concern such as Anti-Microbial Resistance (AMR);
  - To conduct risk assessment and draft risk informed and prioritized epidemic and pandemic preparedness and response plans, standard operating protocols and risk communication strategies;
  - To undertake rumor verification, reporting, investigation and response for epidemics / epizootics or other public health events / emergencies;
  - To establish, capacitate, maintain readiness and efficiently deploy Epidemic Rapid Response Teams;
  - To coordinate with partners at the federal / provincial /local levels for enhanced preparedness and response to epidemics / epizootics or other public health events / emergencies;
  - To ensure efficient collection and transportation of the appropriate specimens for routine public health / disease surveillance and during epidemics / epizootics or other public health events / emergencies to appropriate national / provincial referral / public health laboratories for etiologic confirmation;
  - To strengthen field epidemiology, data management, risk assessment, risk communication and media management capabilities through contextualization of relevant technical guidelines and capacity building activities; and
  - To undertake planned capacity building, operations research and monitoring and evaluation activities to strengthen and maintain all IHR core capacities needed for addressing multi-hazard public health events / emergencies.
  - To document lessons learned and best practices related to epidemic / epizootic / AMR / public health emergency preparedness, response readiness and provision of effective public health and disease control interventions.
Health Emergencies / Disaster Preparedness, Response and Recovery (HED-PRR)

- Support the Federal / Provincial health authorities:
- To establish and manage the Health Emergency Operations Centers (HEOC) and their effective coordination, communication and information management functions throughout the disaster management cycle;
- To develop and maintain a regular mechanism for the HEOC to coordinate with hub and satellite hospitals. Health Sector Partners, other overall and sectoral EOCs and allied sectors and to collaborate on health sector emergency preparedness and response readiness interventions;
- Conduct HED-PRR stakeholders mapping and analysis and ensure regular updates;
- To conduct hazard, vulnerability and capacity (HVC) assessment and draft risk informed and prioritized multi-hazard health sector emergency / disaster risk reduction and management plans, standard operating protocols and monitoring and evaluation strategies;
- To undertake monitoring, verification, reporting and investigation emergency events / incidents with potential / actual health impact;
- To establish, capacitate, maintain readiness and efficiently deploy Emergency Medical Deployment Teams from Hub and Satellite Hospitals networks;
- To implement, monitor, periodically update and evaluate the health sector emergency / disaster risk reduction and management plans;
- To draft, endorse, periodically update, regularly exercise and assess (through table-top, functional drills and simulation exercises; and after-action reviews) health sector and hospital contingency plans for emergencies;
- To ensure the development and maintenance of effective pre-hospital, hospital and post-hospital care services for emergencies;
- To ensure the development and maintenance of effective capacity for planning and implementing critical public health interventions for managing emergencies / disasters;
- To assist in the development, capacitation, activation and effective functioning of the Incident Command System at the HEOC for emergency / disaster response in the health sector;
- To assist in the establishment, development, capacitation, activation and effective functioning of the Health Cluster and its sub-clusters managed by the HEOC for emergency / disaster response in the health sector;
- To assist the HEOC and the Health Cluster to conduct initial rapid assessments, sectoral assessments and post disaster needs assessment following an emergency / disaster;
- To assist the HEOC to effectively manage health sector recovery following an emergency / disaster ensuring adherence to “build-back-better” principles;
- To strengthen data management, HVC assessment, emergency communication and media management capabilities through contextualization of relevant technical guidelines and capacity building activities; and
- To undertake planned capacity building, operations research and monitoring and evaluation activities to strengthen health sector disaster risk reduction and management capabilities to address multi-hazard risks; and
- To document lessons learned and best practices related to health sector disaster risk reduction, preparedness, response and recovery interventions and provision of effective public health, pre- hospital, hospital and post-hospital care services for emergencies / disasters.
- Supervise the Information Management Assistant / Associate (IMA) stationed at the HEOC / EDCD / NPHL ensuring smooth flow of information and maintenance of data and ICT equipment;
- In all activities related to disease / public health / AMR surveillance and epidemic / pandemic preparedness and response, the WHE-FMO will work in close coordination with the WHE – Field Public Health Officer (FPHO) and the relevant IPD team Surveillance Medical Officer (SMO) as needed and with respect to health systems strengthening activities with the relevant WHO field personnel such as the HSS team Provincial Health Officer (PHO) co-located at the duty station;
- Perform any other tasks/duties relevant to the role assigned by the Team Leader - WHE, the supervising WHE – TOs/NPOs, the WHO Representative and the Director-EDCD / Director-NPHL / Chief- HEDMU of DoHS / MoHP, GoN / Provincial Health Secretary, Provincial MoSD.

 Competencies:
1. Fostering Integration and Teamwork
2. Communicating in a credible and effective way
3. Respective and promoting individual and cultural differences
4. Producing Results

Functional Skills and Knowledge:
- Self-motivated with ability to work with minimum supervision.
- Good interpersonal skills, able to work as a team member in a multi-cultural environment.
Ability to travel within the country and to perform practical hands-on field work.

Ability to participate actively and cooperatively in knowledge sharing and policy forums at sub-national levels and also to coordinate with the Government of Nepal (GoN) agencies.

Good knowledge in outbreak response, disease control and emergency risk management in the health sector.

Very good analytical skills including ability to collect and analyze technical data and information and to draw and present conclusions in written and spoken form.

Very good writing skills in English, including the ability to write clear and concise progress reports, analytical reports, plans and proposals.

**Other Skills:**

- Proficiency in Microsoft Office (Word, Excel and Power Point), Internet and Email is essential.
- Proficiency in Statistical / Epidemiological Analysis software desired.

**Education Qualifications:**

**Essential:**

- Medical Graduate with Public Health - Experience / Post-Graduate Qualification
- Medical Graduation from an institution recognized by Nepal Medical Council with valid registration in the Nepal Medical Council

**Experience:**

**Essential:** Minimum two years of experience in Public Health or 3 years in the Health Sector after the compulsory internship period following medical graduation.

**Use of language Skills:** Excellent knowledge of written and spoken English and Nepali

**Additional information:**

- Only candidates under serious consideration will be contacted.
- A written test and the interview may be used to screen applicants.
- The written test for shortlisted candidates will be held tentatively in the week starting 16 December 2019. Candidates are advised to make themselves available during that period.
- Any extension of contract would be subject to programmatic requirements, performance of the incumbent and availability of funds.

Interested candidates meeting above requirements should apply to the WHO Representative to Nepal, Attn: Administrative Officer, Pulchowk, Kathmandu, NOT LATER THAN 14 December 2019. Please send your applications to senepvacancy@who.int with subject line “Application for the position of WHO Health Emergencies Programme Field Medical Officer (WHE- FMO)-- WCO/2019/SSA/WHE/07”. Please submit an application along with the WHO Personal History Form (PHF). The PHF can be downloaded from website: [https://who.int/nepal/careers](https://who.int/nepal/careers)

No telephone enquiries please.

- Only short-listed applicants will be contacted for test/interview etc.
- Qualified female candidates are encouraged to apply.

"WHO is committed to workforce diversity"

"Application from qualified female candidates particularly from disadvantaged and socially excluded groups are strongly encouraged"

WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.