VACANCY NOTICE NO. 2019/14

Issue Date: 28 October 2019

Closing Date: 12 November 2019 - 1400hrs

<table>
<thead>
<tr>
<th>Title</th>
<th>Programme Assistant (Human Resources for Health)</th>
<th>Duty Station</th>
<th>Male’, Maldives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Arrangement and type:</td>
<td>SSA</td>
<td>Organizational Location</td>
<td>Ministry of Health</td>
</tr>
<tr>
<td>Grade</td>
<td>SSA 4</td>
<td>Duration</td>
<td>6 Months</td>
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</tbody>
</table>

MAIN DUTIES TO BE PERFORMED:

Work as a team member, under the direct supervision and guidance of Director of the Human Resources division of Ministry of Health. The position will require participation in meetings, discussions and other activities. Also, the HR assistant is expected to assist the team in organizing, coordination and implementation of other programs that are carried out by the Division.

1. To facilitate all the administrative works relating to Health Workforce registry and HR Action plan which includes:
   
   o Facilitate to implement health workforce registry and capacity building to monitor.
     ▪ Update collected Data for the registry
     ▪ Organize meetings with relevant stakeholders when required.
   
   o Facilitate to develop national capacity and tool to formulate and monitor HR Plans, polices, strategies and projects.
   
   o Facilitate to monitor compliance with HR guidelines / standards in health facilities.
   
   o Facilitate to develop national Online orientation programs for HR workforce.
   
   o Other relevant work assigned.

2. To facilitate all the works in reviewing and updating the current National Health Workforce Strategic Plan which includes:
   
   o Facilitate in conducting assessments of its performance by gathering and analyzing information.
   
   o Facilitate in convening the planning group to review performance and reassess goals, outcomes, strategies, and action steps and to make recommendations for changes.
   
   o Facilitate in revising the National Health Workforce Strategic Plan and Action Plan.
   
   o Organize meetings with relevant stakeholders when required during reviewing process.
   
   o Make technical write-ups, presentations and media reports.
   
   o Attend meetings and provide technical inputs.
   
   o Plan and execute advocacy to create awareness on revised National Health Workforce Strategic Plan.
   
   o Other relevant work assigned.
### 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) Moving forward in a changing environment. |
| Educational Qualifications                       | Required: Diploma in human resource management or Diploma in business management |
| Experience                                       | Desirable: Minimum of 2 years’ experience in related field(s) would be an added advantage and good translation skills |
| Computer Literacy                                | Proficiency in the use of standard office software such as MS Word, Excel, Use of email, internet. Etc. |
| Languages                                        | Fluent in written and spoken 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 (HRH)”

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: MVR10,368.00.00

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.