1. **Summary**
The World Health Organization (WHO) Philippines is looking for an individual contractual partner as Technical Assistant to support the Department of Health (DOH) Public Health Emergency Operations Center (PHEOC) as a Data Management Officer under a Special Services Agreement (SSA) contract. The submission of applications is due by 16 November 2019.

2. **Background**
After the discovery and confirmation of vaccine-derived poliovirus type 1 and type 2 in both human cases and environmental samples in the Philippines, the Department of Health (DOH) declared a polio outbreak and kicked off a synchronized polio vaccination campaign (SPV) in NCR, Lanao del Sur including Marawi City, Davao City and Davao del Sur from 14-27 October, 2019, targeting 1.3 million children under 5y/o in the NCR and 400,000 in Mindanao. A second round of polio vaccinations is scheduled for NCR and two more rounds of vaccination for the six regions in Mindanao, targeting more than 4.3 million children under 5y/o.

To provide an essential platform for the effective management of the response to this emergency, and to support the implementation of these additional rounds of SPV, the DOH has activated its public health emergency operations centre. An effective PHEOC clarifies authorities and responsibilities, produces a common operational picture and facilitates situational awareness, improves coordination, promotes efficient and effective use of resources. A functional PHEOC requires an effective information system that increases the availability, accessibility, timeliness and usefulness of emergency operations data. These all start with good data management.

3. **Timeline**
The contract period is from 25 November 2019 to 31 January 2020.

4. **Place of Assignment**
Manila, Philippines

5. **Scope of Work**
Under the direct supervision of the Technical Officer for WHO Health Emergencies (WHE) and in close collaboration with the office of the Health Emergency Management Bureau (HEMB), the data manager will:

- Ensure the standardized cleaning, validation, analysis and storage of raw data
- Ensure and maintain the quality and security of databases
- Produce data products (maps, charts, graphs etc) as needed
- Generate necessary reports in a timely manner
- Support the EOC to maximize his/her presence and assistance to the team
- Any other tasks that may be required as a member of the WHE team
6. Qualifications
The contractual partner must fulfil the following qualifications:

Education and Certifications
- University degree in Computer Sciences, Information Technology or related technical field

Work Experience
At least 2 years proven work experience in database administration, data management and data analysis; previous engagement in the same or related work with the DOH is an advantage

Eligibility
Career Service Professional/Second Level Eligibility

Technical Skills and other skills
- With good technical writing skills, good facilitation skills, knowledgeable in basic computer programs, efficient organizational and management skills;
- Knowledgeable in research and or evidence-based medicine would be desirable

Language Fluency:
- With excellent verbal and written communication skills in English

Competencies:
- Ability to engage and communicate with various stakeholders
- Can work harmoniously with people of different personalities, cultures, and nationalities
- Willing to work long hours, and on weekends and holidays when called for
- Willing to travel to other parts of the country as required

7. Other Requirements
Medical Clearance through WHO HR/Admin

8. Submission Requirements
Interested individuals should submit electronic copies of the following:
- Cover letter
- Curriculum vitae

Address all applications to:

Dr Rabindra Romauld Abeyasinghe
OIC/WHO Representative in the Philippines
Ground Floor, Building 3, Department of Health San Lazaro Compound
Rizal Avenue, Sta Cruz, Manila

Please submit an electronic copy of the cover letter and curriculum vitae with the title "Technical Assistant for Data Management in a Public Health Emergency Operations"
Center” to Ms Ying Chen (cheny@who.int) copy furnished wpphlwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of applications is on 16 November 2019.