



# World Health Organization

## Country Office For Bangladesh

House No. 12, Road No. 7, Dhanmondi R/A, Dhaka 1205, Bangladesh www.whoban.org  
Tel.: (880-2) 861 4653-5, 861 6097-98 Fax: (880-2) 8613247 E-Mail: registryban@searo.who.int

<b>Vacancy Notice No:</b> SO-4 (CAH)/B	<b>Date of Issue:</b> 24 January 2010
<b>Title:</b> National Professional officer – Adolescent Health	<b>Deadline for application :</b> 14 February 2010
<b>Grade:</b> NO-B	<b>Duty Station:</b> Dhaka, Bangladesh
<b>Contract type:</b> Temporary National Professional	<b>Duration of contract:</b> 6 Months (May be extended)
<b>Organization unit:</b> Child and Adolescent Health Programme	
<b>Annual salary: (Net of tax)</b> BDT 1,907,325/=plus admissible allowances	
<p><b><u>Objectives of the Programme:</u></b></p> <p>To provide technical support to the Ministry of Health and Family Welfare (MOH&amp;FW) for the achievement of MDG-4 and 5 by reducing morbidity and mortality and improve health during key stages of life, through the provision of continuum of care and improve sexual and reproductive health and promotion.</p>	
<p><b><u>Expected Outcomes:</u></b></p> <p>Under overall guidance of the WHO Representative to Bangladesh and the direct supervision of the Medical Officer – Child and Adolescent Health (CAH), the National Professional Officer will provide technical support to adolescent health division of ministry of health for mainstreaming Adolescent and Youth Friendly Health Services into existing health system. Specifically, s/he will be responsible to carry out the following activities:</p> <ol style="list-style-type: none"> <li>1. Collection and review strategic information for development and implementation of adolescent health strategy.</li> <li>2. Preparation of Implementation guide based on national Adolescent and Youth Friendly Health Services and Standards.</li> <li>3. Development of design and tools for assessment of quality and coverage and conducting assessment of quality and coverage of services.</li> <li>4. Development of Orientation Package for health care service providers</li> <li>5. Support resource mobilization for adolescent health through preparing funding proposals and reporting</li> <li>6. Support operational research in the area of adolescent health.</li> <li>7. Any other task as assigned.</li> </ol>	
<p><b><u>Core Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Communicating in a credible and Effective Way</li> <li>• Producing Results</li> <li>• Building and promoting partnerships across the organization and beyond</li> </ul>	
<p><b><u>Required qualifications:</u></b></p> <p><b><u>Education:</u></b></p> <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree in Medicine or Social Sciences from a recognized university.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Postgraduate degree in Public Health/Community Medicine/Pediatrics or any other relevant discipline.</li> </ul>	

**Experience :**

**Essential**

- Minimum five years progressively responsible field work experience in managing health programs at various levels including adolescent health.

**Desirable**

- Previous experience of working within WHO or other UN agencies and in international settings.

**Computer Literacy:**

- Proficient in using computer software applications (MS-Office) to produce reports, prepare correspondences;
- Composing e-mails and creating multi-media presentations.

**Languages:**

- High level of proficiency in English and Bengali.

**Functional Skills:**

- Basic knowledge of adolescent health situation in Bangladesh;
- Ability to develop training materials adolescent health and experiences in conducting training;
- Ability to work as a member of a team and maintaining a high standard of personal conduct;
- High-level of analytical skills applied to monitoring and evaluation of Adolescent and Youth friendly services;
- Skills in report writing with illustrations;

**Note:**

Applicants should submit two copies of brief resume of their relevant experience and other qualifications together with completed Personal History Form (PHF), Verification Form and give reasons for being suitable of the post. A Personal History Form and detailed vacancy notice can be downloaded from **[www.whoban.org](http://www.whoban.org)**. Applicants are advised to send their applications by courier/registered mail to: The WHO Representative, House No.12, Road No.7, Dhanmondi R.A., Dhaka-1205, Bangladesh. A written test using computer will be held only for the short listed candidates and only qualifying candidates in written test will be requested to attend the interview. This vacancy is open to applicants of EITHER SEX. Applications from WOMEN are encouraged. We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.



*WHO has a smoke-free environment and does not recruit smokers or other tobacco users*

**VERIFICATION OF DATE AND PLACE OF APPLICATION TO VACANCY**

You are submitting your application for the following vacancy:

**National Professional Officer Adolescent Health**  
**Grade: NO-B**  
**Ref: SO-4(CAH)/B**

I confirm that my **Personal History Form** has been properly updated and that I am submitting my application for the vacancy mentioned above.

Yes  No

Kindly respond to the questions below to the best of your ability.

**1. Do you smoke or use tobacco products?**

Yes  No

**2. If you currently smoke or use tobacco products, would you continue to do so if employed by WHO? (If you responded No to the question above, answer No here)**

Yes  No

**3. Do you have degree in Medicine or Social Sciences from a recognized university?**

Yes  No

If you answered "Yes", please specify: \_\_\_\_\_

**4. Do you have postgraduate degree in Public Health/Community Medicine/Pediatrics or any other relevant discipline?**

Yes  No

If you answered "Yes", please specify: \_\_\_\_\_

**5. Do you have at least 5 years of responsible field work experience in managing health programs at various levels including adolescent health?**

Yes  No

**6. Do you have working experience with WHO or other UN Agencies and in international settings?**

Yes  No

I certify that the statements made by me in my personal profile are true, complete and correct. I understand that any false or misleading statement, or withholding relevant information, may provide grounds for the withdrawal of any offer of appointment or the termination of employment.

Date: .....

Full Name: .....

Place: .....

Signature: .....