

Zimbra

secretary@health.gov.lk

Kapita S.  
Please - Adventure on  
website . WHO vacancy  
notice  
23/03/2021

**VN No. 2021/02 - National Consultant - Knowledge Management & Monitoring**

**From :** RAGEL, Kumudini Henrietta <ragelk@who.int>  
**Subject :** VN No. 2021/02 - National Consultant - Knowledge Management & Monitoring

Fri, Mar 19, 2021 06:34 PM

8 attachments

**To :** Secretary CCPSL, <secretaryccpsl@gmail.com>, secretary@health.gov.lk, External Partner - Somatunga, Lakshmi <lsomatunga@hotmail.com>, Dr A.G. Ludowyke (aludowyke@gmail.com) <aludowyke@gmail.com>, DGHS <dghs@health.gov.lk>, office@slma.lk, geesarathalagala@gmail.com

**Cc :** NIEVERAS, Olivia Corazon <nieveraso@who.int> DE, SILVA, Sudirikku Hennadige Padmal <pdesilva@who.int>, AGGARWAL, Amit <aggarwalam@who.int>



Dear Sir/Madam,

Pleased to share herewith a Vacancy Notice for a National Consultant – Knowledge Management & Monitoring for a period of 12 months with possible extensions under a Special Services Agreement.

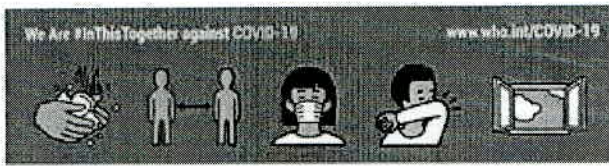
It would be very much appreciated if you could please share this VN within your networks for wider circulation.

Thank you.

Kumudini  
HR Focal Point

**Kumudini Ragel**  
Programme Associate  
World Health Organization Country Office  
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Colomb 5, Sri Lanka  
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Follow WHO Sri Lanka on





Staying safe protects you, protects others.

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 **VN - National Consultant - Knowledge Management & Monitoring.pdf**  
1 MB

 **PERSONAL\_HISTORY\_FORM - 15.07.2019.doc**  
156 KB

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**World Health  
Organization**

**Sri Lanka**

## **VACANCY NOTICE**

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

**Vacancy Notice No: WCO-SRL-2021/02**

**Date: 19 March 2021**

**Title: National Consultant - Knowledge  
Management & Monitoring**

**Deadline for application: 2 April 2021**

**Contract type: Special Services Agreement**

**Grade: NO-B**

**Duration of contract: 12 months with possible  
extensions**

**Organization unit: Country Office for Sri Lanka**

### **Introduction:**

The World Health Organization is the United Nations Specialized agency for health established on 7 April 1948. WHO was one of the first United Nations agencies in Sri Lanka (1952) and over sixty years on, WHO remains a steadfast intergovernmental organization committed to supporting the people of the country to attain the highest level of health through the strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized.

#### **Our goal**

"To support the people of the country to attain the highest level of health through strengthening of the health system on the principles of equity, fairness and responsiveness with emphasis on the poor and marginalized."

#### **Our Core Functions**

- Providing leadership on matters critical to health and engaging in partnerships where joint action is needed
- Shaping the research agenda and stimulating the generation, translation and dissemination of valuable knowledge
- Setting norms and standards, and promoting and monitoring their implementation
- Articulating ethical and evidence-based policy options
- Providing technical support, catalyzing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

### **Objectives of the Consultancy:**

WHO is seeking a national consultant to assist in the implementation of the COVID-19 workplan funded by European Union. The successful candidate will play a key role in developing and supporting management processes, lessons learned, best practices and research in areas of related to COVID-19 under the Sri Lanka Preparedness and Response Plan. The areas of work include learning management information system, risk communication and community engagement, maintaining essential health services and mental health and psycho-social interventions at the community level.



The achievement of the outcomes in the workplan will depend on the ability to effectively capture, transfer, and maintain ongoing analysis of knowledge and experience, documentation and monitoring of activities as well as evidence-generation through research.

### **Job Description:**

Under the general supervision of the Public Health Administrator and in close consultation with the WCO country team, the SSA will work to:

- Design and implement a mechanism for knowledge management for WHO Country Office to support the systematic collection, analysis and use of information related to programs;
- Coordinate the effective monitoring and evaluation of identified outcomes related to the COVID-19 work plan, including data collection and analysis;
- Ensure prompt and accurate documentation and donor reporting as required by the funding agencies and WHO;
- Facilitate the dissemination and roll-out of WCO products and knowledge through events, presentations, documentation and information-sharing sessions;
- Implement the visibility plan of the project, in collaboration with the Communications Team
- Perform any other related duties assigned by the supervisor
- Submit an assignment report upon completion of assignment

### **Deliverables**

- Knowledge Management Plan
- Monitoring and evaluation framework for the assigned outcomes
- Documentation and quarterly donor reports
- Systematic inventory of WHO knowledge outputs and products delivered
- Visibility products such as events organized, presentations, web stories and other media resources

### **Recruitment Profile:**

#### **Education:**

##### **Essential**

- Education: Post-graduate/Master's degree in public health, social sciences, international relations, communication or a related field

## Experience:

### **Essential**

The National Consultant should have the following work experience;

- At least 3 years relevant work experience in the field of knowledge management, program management or monitoring and evaluation with demonstrated success in any of these areas
- Experience in developing proposals, reports and monitoring of outputs
- Language: Excellent written and spoken English, fluency in Sinhala or Tamil
- IT skills: Excellent knowledge and skills on Microsoft programs
- Strong presentation and analytical skills

### **Desirable**

- Knowledge of global health and national health development issues
- Experience in promoting and mainstreaming Gender, Equity and Rights
- Ability to work collaboratively in teams
- Creative and innovative
- Experience supporting EU projects or other donor agencies.

### Language Skills:

- Excellent written and spoken English, fluency in Sinhala or Tamil.

### Competencies:

- Producing results
- Teamwork
- Respecting and promoting individual and cultural differences
- Communicating in a credible and effective way
- Ensuring effective use of resources

## **Annual Salary & others Benefits:**

### **Annual Salary**

- Annual salary will be based on Professional Staff local salary pay band

### **Others Benefits**

#### **WHO Offers locally competitive packages such as:**

- Health Insurance; Accident and illness insurance;
- Annual Leave (30 days per year)
- Sick leave (7 days per year);
- WHO Holidays

### **Special Requirement**

- Availability to start work in two weeks from selection

**NOTE:**

- 1) Qualified Candidates will be evaluated and interviewed.
- 2) Applicants should send a brief **Resume** of their relevant experience, explaining reasons for being suitable of the activity, together with duly completed **Personal History Form (PHF) and scanned copies of educational certificates.**
- 3) Please send your applications only via email to: [ragelk@who.int](mailto:ragelk@who.int)
- 4) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 5) This vacancy is open to all Sri Lankan Nationals (all genders). ***Qualified female candidates are encouraged to apply***

***."WHO is committed to workforce diversity". "Any attempt to unduly influence WHO's selection process will lead to automatic disqualification of the applicant."***



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

  
19 March 2021

PdeS/kr.

  
Dr Olivia Corazon Nieveras  
Public Health Administrator







Attach recent photograph here	<p><b>IMPORTANT</b></p> <p>Please answer each question completely. Type or print in dark ink. All relevant information should be included on this form, but if necessary additional pages of similar size may be attached. You may be requested to supply documentary evidence supporting the statements below. Do not attach any such documents now.</p> <p>If your qualifications meet the Organization's needs, this form will be retained in our active files for two years. Please keep us advised of any changes in address during this period.</p>	Do not write in this space          Date received:
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1 Family name (surname)	First/other names	Title	Sex	Maiden name if any	
Present nationality	Date of birth:	Day	Month	Year	Place and country of birth
Has your nationality ever been changed or is it in the process of being changed?	<input type="checkbox"/> No <input type="checkbox"/> Yes (explain)				
Address to which correspondence should be sent			Telephone/Mobile		
			Fax		
			e:Mail		

2 For what type(s) of work do you wish to be considered?	If you apply for a vacancy announcement state no. or reference
Check period(s) of employment you would accept	<input type="checkbox"/> Fixed-term (one year or more) <input type="checkbox"/> Temporary (less than one year)
Employment by an international Organization may require assignment and travel to any area. If you have any disabilities or reservations which may restrict your activities in this respect, give details. Employment is subject to medical examination.	

3 EDUCATION Give full details in chronological order. Give the exact name of the institution and title of degrees/certificates in the original language. Exclude primary/secondary school if you have a university degree or equivalent. Include courses and postgraduate studies in your professional or related field and all training and qualifications in teaching/learning methodology.				
From Month/year	To Month/year	Institution (name, place)	Certificates, degrees obtained	Main field(s) or subject(s) of study

4 LANGUAGE AND COMPUTER SKILLS					
Mother tongue:	For languages <i>other than mother tongue</i> , enter appropriate number from code below to indicate level of your language knowledge.				
CODE	Languages	Read	Write	Speak	Understand
1 Limited conversation, reading of newspapers, routine correspondence.					
2 Engage freely in discussions, read and write more difficult material.					
3 Speak, read and write (nearly) as in mother tongue.					
List computer skills	For clerical positions only: Indicate speed in word per minute				
	English	French	Other languages		
	Typing				
	Shorthand				

## 5 EMPLOYMENT RECORD

Starting with your present or most recent post, list in reverse order positions held.  
Attach additional pages if necessary.

## PRESENT OR MOST RECENT EMPLOYMENT

5.1 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station
From	To	Starting	Most recent	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for wishing to change employment

Description of your duties and responsibilities

Have you any objections to our making inquiries of your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you now in Government employ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you are offered an appointment, how soon thereafter can you report for duty?

5.2 Period (Month/Year)		Total annual professional income		Exact title of your post/duty station Secretary/Colombo, Sri Lanka
From	To	Starting	Final	

Give details of substantial allowances or fringe benefits (if any)	Number and type of employees supervised by you, if any
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Name and address of employer	Name and title of supervisor
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Reason for leaving

Description of your duties and responsibilities



5.3 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

5.4 Period		Exact title of your post/duty station.	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

5.5 Period		Exact title of your post/duty station	Number and type of employees supervised by you, if any
From	To		
Name and address of employer		Name and title of supervisor	
Reason for leaving			
Description of your duties and responsibilities			

6 Length of stay at present place of residence	in country	Marital status			
	in city	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Widow(er)	<input type="checkbox"/> Divorced <input type="checkbox"/> Separated

7 Give names of spouse and any dependants

Name	Date of birth	Relationship	Name	Date of birth	Relationship

Give details of any near relatives who are employed by WHO or other international organizations.

Name	Relationship	International Organization

8 If you have ever been found guilty of the violation of any law (except minor traffic violations) give full particulars

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9 REFERENCES List three persons not related to you who are familiar with your character and qualifications. Do not repeat names of supervisors listed under "Employment record".

Name	Full address (telephone, fax, e:Mail if known)	Occupation, business, title

10 State any additional skills and relevant facts which might help to evaluate your application

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If you are now holding or if you have held a fellowship, state place, date and duration of fellowship, and by whom awarded.

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<p>Can a copy of your personal history form be transmitted to:</p> <p><input type="checkbox"/> other UN Org.    <input type="checkbox"/> national govt. (including yours)    <input type="checkbox"/> other</p>	<p>- ATTACH LIST OF YOUR SIGNIFICANT PUBLICATIONS OR PAPERS IN YOUR PROFESSIONAL FIELD AND NAMES OF JOURNAL, ETC. IN WHICH THEY APPEARED (DO NOT ATTACH THE PUBLICATIONS THEMSELVES).</p> <p>- ATTACH LIST OF PROFESSIONAL SOCIETIES OF WHICH YOU ARE A MEMBER AND ACTIVITIES IN CIVIL, PUBLIC OR INTERNATIONAL AFFAIRS</p>
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11 I certify that the statements made by me on this form are true, complete and correct. I understand that any false statement or required information withheld may provide grounds for the withdrawal of any offer of appointment or the cancellation of any contract of employment with the Organization.

Date and place	Signature
Home address (if different from address as given on page 1)	Telephone/Mobile Fax e:Mail