



VACANCY NOTICE

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

Vacancy Notice No: WCO-SRL-2021/05

Date: 22 April 2021

Title: Team Assistant

Deadline for Application: 3 May 2021

Contract type: Special Services Agreement

Grade: - G4 – Step 1

Duration of contract: 06 months

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, catalysing change, and building sustainable institutional capacity
- Monitoring the health situation and assessing health trends

Objectives of the Contract:

Objectives of the program is to support work in relation to the technical areas

Job Description:

Under the general supervision of the Administrative Officer and the direct supervision of the respective National Professional Officer, the incumbent will work to:

Office support

- Screen incoming correspondence, attaching background information or related file to staff concerned, highlighting issues requiring attention; draft replies to general and administrative matters; type technical reports and documents, tabular materials, etc., ensuring conformity with WHO standards; assist in preparing presentations; follow-up on deadlines to ensure timely response
- Obtain documents and information from in-house and external sources and undertake information searches based on brief instructions/guidance
- Maintain filing systems and ensure easy accessibility and retrieval of records

Programme support

- Prepare contracts for consultants, Agreement for Performance of Work (APW), Direct Financial Cooperation (DFC), Technical Services Agreement (TSA) and General External Services requests (GES), record receipt of deliverables and initiate and monitor payments as needed
- Initiate requisitions for goods procurement and record receipt of deliverables

Missions/Study-Tours/Meetings/Duty travel

- Support Missions, Study Tours, Meetings etc, including typing of lists of participants, preparation of travel requests, letters of invitation, files, presentations and slides, help to reserve the hotel accommodation for participants etc. when necessary
- Prepare travel requests for official travel, make flight and hotel reservations, prepare travel files and other related matters as requested

Other duties

- Receive visitors and telephone calls, answering queries and/or redirecting them to appropriate staff providing background information on purpose of appointment
- Provide back-up to other team members; perform other related duties as required or instructed, including provision of support to other areas of work.

Required Qualifications:

Education:

Essential: Completion in Secondary School education

Desirable: University degree/diploma in business administration, Training in Secretarial practices

Experience:

Essential: At least three (3) years' experience in secretarial/clerical/administrative work

Desirable: Experience in the Government Sector and or another UN/International Organization would be an advantage

Language Skills:

Expert knowledge of English and knowledge of local language (s) Sinhala/Tamil

Skills:

Through knowledge of modern office procedures and practices. Ability draft standard correspondence; ability to handle work in a timely and accurate manner with tact and discretion, as required. Ability to maintain and update knowledge in the use of office technology through on-the-job training and/or self-training.

Competencies:

- Teamwork
- Communication
- Respecting and promoting individual and cultural differences
- Producing Results

Annual Salary & others Benefits:

Annual Salary

- General Services Grade 4 – Step 1 – Rs. 1,406,689.00

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

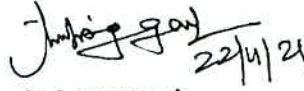
NOTE:

- 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
- 4) We regret that due to large volume of applications normally received, applications cannot be acknowledged individually.
- 5) This is vacancy is open to Sri Lankan Nationals (all genders). *Qualified female candidates are encouraged to apply*
- 6) This Vacancy Notice may be used to fill other similar positions at the same grade/level

"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


Amit Aggarwal
Administrative Officer



22 April 2021
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