

VACANCY NOTICE NO.01/2026

Issue Date: 13 August 2026

Closing Date: 27 August 2026-
1400hrs

Title	Data Officer (Cancer Registry)	Duty Station	Male', Maldives
Contract Arrangement and type:	SSA	Organizational Location	Ministry of Health/Health Protection Agency
Grade	SSA 5	Duration	6 months

MAIN DUTIES TO BE PERFORMED:

Work under the direct supervision and guidance of NCD Programme manager, the candidate will work on the below Terms of Reference:

- To enter cancer notification forms of pending cases and new cases and relevant clinical data accurately and timely into the web-based cancer registry system.
- Review, clean, update, and validate existing and historical/backlog cancer registry records to ensure completeness, accuracy, consistency, and timely clearance of the backlog.
- To verify and validate entered data for completeness and accuracy against source documents (physical and electronic medical records).
- To collate, compile, and maintain organized digital records of all cancer data received from reporting institutions.
- Coordinate with reporting health facilities and data entry officers to identify outstanding backlog, resolve data discrepancies and missing information, and support timely completion of cancer registry data entry.
- To provide regular (weekly) progress updates to the supervisor on data entry status, backlog clearance, and any technical or operational challenges encountered.
- Assist in basic data extraction and preparation of summary reports for the National Cancer Registry and NCD program needs.
- To support basic data extraction and assist in preparation of reports as required by the National Cancer Registry.
- To perform any other tasks related to cancer registry data management as assigned by the supervisor or program lead.

Expected Output:

Support clearing the data backlog and maintaining up-to-date records within the National Cancer Registry

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) knowing and managing yourself
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Educational Qualifications	Required: Bachelor's degree in health information management or public health
Experience	Required: 1 year of relevant, practical working experience in relevant field.
Knowledge and skills	Excellent communication skills Ability to plan, produce quality results and meet deadlines Strong interpersonal skills and previous experience
Computer Literacy	Required: Computer literate, including MS Office package and use of email, internet, etc.
Languages	Proficient in Spoken and Written English and Dhivehi

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:

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

<https://www.who.int/maldives/about/careers-in-who-maldives>

1. 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 "Data Officer (Cancer Registry)"
2. Only candidates under serious consideration will be contacted.
3. A written test and interview will be communicated to the shortlisted candidates separately.
4. In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position.
5. Recruitment process time is approximately 1 month.
6. An impeccable record for integrity and professional ethical standards is essential. WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
7. WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
8. This vacancy is for nationals of the Republic of Maldives only. Applicants who are not nationals of this country will not be considered.
9. Monthly salary: MVR15,679.00
10. WHO is committed to workforce diversity.
11. WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
12. Please contact WHO Country Office, Male', Republic of Maldives, for any further details.