Temporary Receptionist under Non-staff Contract, WHO Maldives
(Duration: Six Months)

The WHO Maldives office is seeking individuals (Maldivian national) to provide administrative assistance in the WHO Reception area. The successful candidate will work closely with the WHO Country Office Team, fulfilling all the responsibilities of a Receptionist/Records Assistant.

Terms of Reference

Under the overall guidance of the WHO Representative and direct supervision of the Administrative Officer, the incumbent will be responsible for the following duties:

1. Registering all incoming/outgoing correspondence to/from WHO Regional Office for South-East Asia (SEARO), national and international counterparts, and other institutions and officials.
2. Distributing materials received, including publications, to the government and other relevant organizations by email, pouch, or other means.
3. Providing general clerical/secretarial assistance, such as scheduling appointments for senior staff, booking meeting rooms, filing (corporate filing/records keeping), photocopying, and collating.
4. Screening visitors and serving as the front-liner for the WHO Country Office, ensuring the full functioning of the office entrance security system.
5. Acting as the focal point for the WHO Library by maintaining the library, its use, replenishments, records, and publications.
6. Checking the general email account for WHO Maldives and distributing emails to responsible staff as needed.
7. Performing any other work as assigned by supervisors, including backstopping arrangements.

**Duration**: 6-months (with possibility of extension if need be)

**Essential Educational Qualification**: Completion of a Secondary School Education.

**Desirable**: Training in secretarial practice

**Essential Experience**: At least 3-4 years’ experience in clerical and secretarial work

**Monthly Salary**: MVR15,000.00

**Deadline**: 14 June 2023, 14:00 hours

We invite interested and qualified individuals to submit an expression of interest by email at semav_vacancy@who.int. Please attach a complete Personal History Form (PHF) or CV, along with relevant academic certificates and a national ID card. Please ensure that the file size is less than 10MB.