VACANCY NOTICE NO.: TLS/06/SSA-2021

Issue Date: 21/07/2021  Closing Date: 22/07/2021

<table>
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<tr>
<th>Title</th>
<th>National Professional Officer-Communicable Disease (NPO-CDS)</th>
<th>Duty Station</th>
<th>Dili, Timor Leste</th>
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<tr>
<td>Contract Type</td>
<td>Special Service Agreement (SSA)</td>
<td>Organizational Location</td>
<td>WCO, Timor Leste</td>
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<tr>
<td>Grade</td>
<td>NO-A</td>
<td>Duration</td>
<td>12 Months</td>
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The World Health Organization Country Office for Timor-Leste invites applications from qualified and experienced professionals for the above-mentioned position. Under the direct supervision of Technical Officer, Communicable Diseases (TO, CDS) and overall guidance of the WHO Representative (WR), the incumbent is expected to assist Technical Officer, CDS in providing comprehensive technical assistance to communicable disease programs – The Global Fund supported National TB, HIV/Hepatitis/STI and Malaria programmes, and Dengue and Leprosy control programmes. The incumbent will perform the following:

**MAIN DUTIES:**

- To provide technical support to MoH: National TB Programme (NTP), National HIV/ Hepatitis/ STI Programme, National Malaria, Dengue Control and Leprosy Programmes under the day-to-day technical supervision and guidance of TO, CDS;
- To support the TB Vulnerability Assessment (VA) initiative by providing supportive supervisory role to the health workers engaged in the assessment, including the following:
  - To be in daily contact with the health workers and to get an update on the implementation of the TB VA,
  - Organization and management of health workers trainings on TB VA,
  - Ensuring data entry into the prevent TB application and provide quality checks.
  - Coordination with all partners and MoH for smooth implementation of TB VA.
- Provide support and coordination in development/ update of clinical management guidelines and national strategic plans for Dengue, Integrated Vector Borne Disease Control (IVBDC), Leprosy, HIV, and TB/MDR-TB. This also includes support in setting-up of various clinical management committees;
- Support in capacity building of the medical doctors in the clinical management of TB, Drug-Resistant TB, HIV, Hepatitis, Dengue and Leprosy, and on case based electronic surveillance system, using DHIS2 for program staff;
- To support in data collection, entry and analysis of routinely/ project based collected data into the TB Digital Database, WHO Global Database (TB, Leprosy, Malaria, Hepatitis etc), UNAIDS GAM, DHIS2 platform for TB, HIV and Malaria;
- To facilitate coordination of monthly/ quarterly review meetings with national TB and HIV programmes, RSSH – especially on DHIS2, and partners/ private sector as per the Global Fund/ MoH plan;
- To support TO, CDS for translating ppt presentations and other necessary documents from English to Tetum language. Live translation of English to Tetum language, as required, can be presented in technical forums;
- To supervise the WHO medical doctors in the CDS unit for field work/training/monitoring activities;
- He/she will work on an approved monthly advance programme prepared in consultation with TO, CDS. Submit technical report at end of every month on activities planned, conducted, constrains and suggestions to overcome the contain;
- Prepare and submit final report at the end of the assignment;
- Perform any assigned duties by WHO Representative, and TO, CDS.
EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.

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<th>Knowledge &amp; Skills</th>
<th>Managerial and good communication skills; analytical skills to identify critical issues and good writing skills; knowledge and skills in Public Health and Epidemiology, Public Health Programme management, routine TB and HIV control, surveillance of communicable diseases; ability to work independently and also in team setting. Understanding of the rules of WHO. Well developed computer skills in word processing, excel etc.</th>
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<tr>
<td>Education Qualifications</td>
<td>Medical Doctor – MBBS degree from a recognized institute.</td>
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<td>Experience</td>
<td>At least, 3 years of working in the communicable disease programs. Experience of working with the TB/communicable disease programs and UN system will be an asset.</td>
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<td>Languages</td>
<td>Excellent knowledge of written and spoken in English. Knowledge of Tetum and Portuguese will be an advantage.</td>
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LATE APPLICATIONS WILL NOT BE ACCEPTED

Note:
1. Applicants should submit a Curriculum Vitae (CV) with supporting documentation/certificates, with a cover letter stating reasons for being suitable for the position.
2. Applicants from the United Nations or Specialized Agencies must apply through their Personnel Officers and must attach their completed Personal History Form.
3. Applications must be addressed to WHO Country Office for Timor-Leste, attention to Mrs Noemia Exposto, HR Assistant, marked “Application for Roster”.
4. An electronic written test may be held for the short-listed applicants. Results from this test will determine whether the applicant will advance to the interview stage.
5. Applicants will be contacted only if their application is under serious consideration.
6. Workforce diversity is the forefront of WHO-TL.
7. WHO is a smoke-free environment and does not recruit smokers or users of any form of tobacco.
8. For further details, please contact the HR Unit, WHO Country Office for Timor-Leste (WCO) by e-mail: exposton@who.int or phone: +670 77618327.