

Vacancy Notice No: WR/INO/09/TA16

Date: 7 September 2009

Title: National Professional Officer
(Clinical Management for AI and Emerging
Infectious Diseases, INO)

Deadline for application :
27 September 2009

Grade: NO-B

Duty Station: JAKARTA Indonesia

Contract type: Temporary appointment

Organization unit: Regional Office for
South East Asia (SEARO)
Communicable Diseases (CDS),
Surveillance and Response (CSR)

Duration of contract: 8 months (another
competition process will be done)

OBJECTIVES OF THE PROGRAMME:

The World Health Organization (WHO) in Indonesia is supporting the Ministry of Health (MoH) in the surveillance and response to influenza and other emerging infectious diseases (EID) as well as in pandemic preparedness in Indonesia. Activities are implemented through the CSR team within the WHO Country Office in close partnership with the MoH. The objective of this programme is to assist the MoH in communicable diseases surveillance and response.

WHO Country Office in Jakarta has been funded for a project for "Implementation of the National Strategic Plan for Avian Influenza (AI)" which seeks to address the needs of Indonesia in controlling AI and preparing the country for an influenza pandemic. There are four key strategic expected results:

- Improved disease management;
- Improved disease surveillance;
- Promoting health through healthy food markets and risk communication; and
- Improved understanding of H5N1 infection.

The project will be implemented through the CSR Team within the WHO Indonesian Country Office in Jakarta in close partnership with the MoH.

Description of duties:

- Assist in the Implementation of the National Strategic Plan for AI with a focus on improving clinical management, including infection prevention and control, for AI and EID, at all levels of the health care system;
- Provide technical assistance and administrative support in the training of clinical teams in all aspects of management for emerging infections, including the production of appropriate guidelines and other training materials;
- Provide assistance in the monitoring and evaluation of the training;
- Liaise and coordinate with the Medical Care Directorate MoH, to ensure appropriate procurement of equipment and facilities for management and

infection control for avian and pandemic influenza and other emerging infections;

- Participate in AI and pandemic influenza outbreak response when required, and outbreaks of other emerging infectious diseases;
- Assist in the preparation of project documents, work plans, budgets and progress reports on infection control and clinical management activities in line with WHO's practices;
- Assist MOH Medical Care in preparing and organizing meetings and workshops and to coordinate with other WHO offices and UN agencies as required;
- Attend meetings as required with MOH, UN partners, local and/or international NGOs and donors;
- Provide inputs in the production of the reports required under the relevant donor agreement(s); and
- Undertake any other activities as may be requested by the WHO Representative.

REQUIRED QUALIFICATIONS

Education:

Essential: A university degree in medicine or nursing.

Desirable: A post-graduate degree in public health, health management or medical administration, or specialist qualification in infectious diseases.

Experience:

Essential: At least five years experience in clinical practice, preferably related to infectious diseases. Experience in capacity building, programme planning, implementation and monitoring.

Desirable: Established track record in training human resources. Previous work with Donors or UN organizations is an advantage.

Knowledge:

Knowledge of infection prevention and control practices;
Knowledge of case management of influenza and other epidemic prone diseases;
Knowledge of hospital pandemic preparedness; and
Knowledge in programme planning, implementation and monitoring.

Skills:

Excellent organizational and analytical skills, complemented by sound interpersonal skills

Proven ability to listen, conceptualize, innovate, plan and execute ideas as well as transfer knowledge and skills.

Ability to communicate in a credible and effective way and clearly in both oral and written forms.

Capacity to write reports and technical documents in English and in Bahasa Indonesia.

Ability to work harmoniously within a team, ability to adapt to diverse socio-political and cultural environment and to maintain high standard of personal conduct.

Other skills:

Excellent computer skills and proficiency in standard Microsoft Office software, including word processing, spreadsheet, presentation and database software's.

Competencies

1. Producing results: To demonstrate a systematic and efficient approach to work, producing high-quality and workable solutions to meet objectives. To monitor own progress against objectives, taking corrective action and responsibility for own work. Ability to identify priorities and adapt them to realistic objectives/timelines.

2. Moving forward in a changing environment: To be receptive to new and innovative ideas and working methods, and support changes as opportunity for improvement. To proactively seek and apply new methods and technologies to improve work process.

3. Communicating in a credible and effective way: to speak and write clearly, adapting communication style and content so they are appropriate to the need of intended audience, and conveys information and opinions in a structured and credible way. Ability to write in a clear and concise manner.

4. Fostering integration and teamwork: To promote information sharing, ensuring that all concerned are aware of specific situations, problems and needs with a view to achieve results and meet objectives. Willingness to share workload with others. Flexibility and adaptability.

Languages:

Essential: Excellent knowledge of English and Indonesian.

Additional Information:

Please submit applications to the CSR Business Manager at WHO office, Bina Mulia 1, Jln Rasuna Said Jakarta 12950. **Please submit application in the attached 'Personal History Form' in English and send necessary certificates of qualifications and experiences.** At the top left of application, please mention (Application for the post of NPO, Clinical Management for AI and Emerging Infectious Diseases – Vacancy Notice WR/INO/09/TA16).

This is a National Professional Officer position. Therefore, we only accept applications from nationals of Indonesia. Please REFRAIN from applying if you are not a national of Indonesia.

Short-listed candidates will be contacted to sit a written test or presentation prior to interview. WHO does not cover any expenses related to participation in tests and/or interviews.

Annual salary: (Net of tax) In accordance with WHO salary scale for NO-B level.



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