

## Vacancy Notice



The World Health Organization has a vacancy for the position of:

### **Programme Officer (Emerging Diseases, Surveillance and Response)**

(Fixed-term position for 2 years at NO-A level)

#### **Purpose of the Post:**

To provide programme management, procurement and logistical support to Emerging Diseases, Surveillance and Response (ESR), WHO Representative Office in Lao PDR, in providing technical support to the Ministry of Health, Department of Hygiene and Prevention, and Department of Curative Medicine, National Center for Laboratory and Epidemiology (NCLE) in the implementation of surveillance and response and laboratory programmes in the Lao PDR.

#### **Description of Duties:**

Under the supervision of the Epidemiologist, Emerging Diseases, Surveillance and Response (ESR), and general guidance of the WHO Representative, the incumbent will perform the following functions:

1. Assists in the planning, implementation and monitoring and evaluation of the activities in the national workplan for emerging infectious diseases with focus on public health laboratory issues related to surveillance in line with APSED and IHR requirements;
2. Actively monitor ESR programmes' implementation, award management, budget updating and programme and donor reporting, and assist the unit in taking actions for programme management;
3. Liaises closely with the relevant sections of National Center of Laboratory and Epidemiology (NCLE) and Ministry of Health (MOH) for timely provision of procured items and supplies required for the implementation of laboratory surveillance activities and make necessary follow-up actions for timely implementation of the workplan activities;
4. Support the development of capacity of provincial surveillance units for the maintenance of their records of inventory items, support the implementation of monitoring system at provincial and central level for the record of their inventory;
5. Provides programme management support to the ESR Unit, including a regular progress review of workplan implementation, organization of trainings, meetings and workshops with NCLE, MOH and other partners, preparation for donor reporting, and coordination for periodic programme reviews/assessments;
6. Maintains, updates, and monitors information on project activities on the computerized database systems and generate report as required; and
7. Performs any other tasks as requested by WHO ESR Officer.

#### **Knowledge & skills:**

Knowledge and skills in programme planning, management, monitoring and evaluation, reporting, administration and ability to follow through the decided actions. Excellent communication skills. Knowledge of WHO policies and procedures. Ability to work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct.

#### **Education:**

Essential: University degree in management, public health or related field from a recognized university.

Desirable: Training in project/programme management (includes planning, development, implementation, monitoring and evaluation).

#### **Experience:**

Essential: At least one year of experience in programme management and administration at national and/or international level.

Desirable: Experience in programme management and administration in international organizations.

**Languages**: Excellent knowledge of written and spoken English and the Lao language.

**Other skills (e.g. IT)**: Proficiency in standard MS Office applications.

Interested and qualified candidates are invited to submit applications online at <https://t-int.vcdp.who.int/careersection/jobdetail.ftl?job=1704024&lang=en> (Job#1704024 “Programme Officer (Emerging Diseases, Surveillance and Response)”). Should you have any difficulties in the online applications process, please submit your applications at the below address by **22 December 2017**

The World Health Organization  
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