

Vacancy Notice



The World Health Organization has five vacancies for Lao national for the positions of:

Support Assistant for WHO Health Emergency Programme (Special Service Agreement, for initial period of 3 months with a possibility of extension.)

Lao People's Democratic Republic has made strong progress in improving national public health and building IHR (2005) core capacities in recent years. Notable achievements have been made in the areas of IHR communication, coordination and advocacy; surveillance; national laboratory capacity; and multisectoral outbreak response. Lao People's Democratic Republic has established a surveillance system to detect acute public health events and has trained multisectoral rapid response teams that can be quickly deployed to respond to outbreaks. Graduates of the national Field Epidemiology Training (FET) support infectious disease surveillance and response in all 18 provinces and prefectures. The 9th cohort of FET is taking place in Lao language.

Summary of assigned duties:

Under the supervision of the team leader- WHO Health Emergency Programme in the WHO Lao PDR with guidance from the country office team, the incumbent will:

1. Support the technical officer to prepare training materials for the Field Epidemiology Training, and write training reports
2. Support development of weekly surveillance reports in English
3. Attend meetings, workshops and other related events as requested, for example, Emergency Operation Center meetings, and provide simultaneous / consecutive interpretation and written summaries;
4. Translate any technical document for WHO Health Emergency Programme as required.
5. Other duties as assigned by the WHO Representative and the supervisor.

Education:

University Bachelor's degree in Medical Sciences or related field or its equivalent professional training. A background in public health will be preferred.

Knowledge & skills:

- Demonstrated knowledge of data entry, analysis and management;
- Ability to work independently under pressure and to deliver high-quality work on-time;
- Good interpersonal skills and ability to work as a member of a team;
- Good oral and written communication skills;
- Good computer skills.

Experience:

- Essential: Minimum 1 year of work experience in area of medicine or public health or related fields

Language:

Essential: High degree of competency in reading, written and spoken English.

Interested and qualified candidates are invited to submit applications in the **English** language with curriculum vitae, by **2 October 2017**.

Please send your CV and your responses to the following questions, and two professional references including one current/previous supervisor or teacher/mentor.

1. List your experience of writing reports and using software to analyze data and describe your level of proficiency for each.
2. List your experience of translating documents
3. List any relevant works in assisting health related trainings

Please indicate on your letter “**SSA, WHE unit**”, by email to:

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