

## Term of Reference and Scope of Work

The **Program Assistant** will work under the direct supervision of cluster heads assigned to the specific functions of the COVID-19 operations, and under the overall leadership and guidance of Director General of Public Health. The support staff will provide assistance and support mainly in administrative and technical functions related to all COVID-19 operations.

### **EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.**

**Competencies** Ability to complete tasks on tight deadlines and manage time. High degree of flexibility (to work longer hours, on duty shift basis and on weekends as per requirement), creativity and good inter-personnel skills.

**Functional Knowledge & Skills:** Fluency in communication skills and able to prove excellent writing skills in English/Dhivehi

**Educational Qualifications Required:** Completed GCE O or Above educational qualifications

**Desirable:** Good knowledge in computer skills (especially Microsoft office applications such as Excel, Access and PowerPoint)

**Experience:** No experience required, but priority will be given for applicants with prior experience in the health field, and those who have experience working/volunteering in the COVID-9 and any other emergency response

**Computer Literacy:** Computer literate, including MS Office package and use of email, internet, etc.

**Languages:** Excellent knowledge of English and Dhivehi

**Salary: MVR 7500.00**

### ***Selection Criteria***

<b><i>Areas</i></b>	<b><i>Marks %</i></b>
<i>Educational qualification</i>	<i>30%</i>
<i>Overall working experience</i>	<i>10%</i>
<i>Overall (health, COVID, emergency) background experience</i>	<i>20%</i>
<i>Interview marks</i>	<i>40%</i>

Selection will be done based on educational qualification, overall (health, COVID, emergency) background experience, overall work experience and interview marks and availability for contract period.

### **Note:**

This vacancy is for nationals of the Republic of Maldives only

For each job 10 candidates will be shortlisted based on the selection criteria.