



**VACANCY NOTICE No. WCO-SRL 2010/4**

**Issue date : 03 June 2010**

**Closing Date : 03 July 2010**

Title : Secretary II  
Grade : COL. 5  
Position No. : 152622  
Duty Station : Colombo  
Duration : 2 years

**PURPOSE OF THE POST :**

To provide secretarial, administrative and coordination support to the Technical Officer (Planning & Management) in WCO-Sri Lanka, including liaison with the Ministry of Health and other national counterparts in the implementation of WHO collaborative programmes.

**MAIN DUTIES TO BE PERFORMED**

Under the general guidance of WHO Representative and day-to-day supervision of Technical Officer (Planning & Management), the incumbent will undertake the following duties :

1. Arranges appointments with Programme Managers of Ministry of Health and counterparts in Universities and other collaborative partners to discuss the implementation of WHO collaborative programmes and prepares briefing materials for such meetings
2. Takes dictations using shorthand on a variety of subject matters and prepares official communications. Takes notes of important meetings including programme review meetings, types communications, documents and reports
3. Receives, screens, and distributes correspondence and activity proposals received from the Ministry of Health and partners
4. Coordinates flow of technical communications and proposals among the various technical staff including National Professional Officers for their proper attention and implementation
5. Ensures such proposals have the necessary administrative/budgetary/technical clearances and supporting documentation before putting up to the Technical Officer
6. Provides administrative assistance to the Technical Officer in the preparation of programme budget, work plans and evaluation and review reports as necessary
7. Assists in implementation of any urgent activity proposals by providing administrative support in their early implementation
8. Assists and provides administrative support to the regular internal meetings with technical staff as well as review meetings with national programme managers in the planning and implementation of WHO collaborative programmes, prepares minutes of such meetings and takes follow-up action as necessary
9. Assists the TO in preparing non-technical briefings and implementation reports
10. Performs other duties as assigned by the TO, including work of other staff in their absence

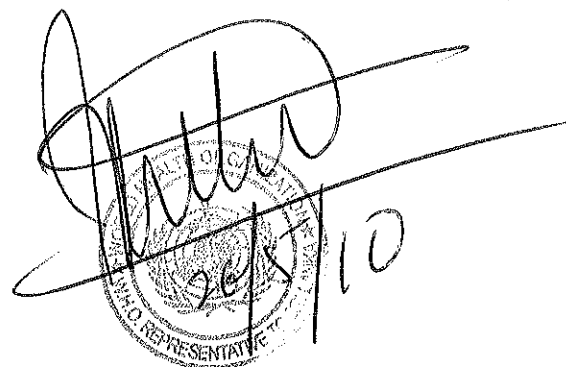
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### **EDUCATIONAL QUALIFICATIONS, EXPERIENCE, ETC.**

Knowledge & skills	<ol style="list-style-type: none"><li>1. Thorough knowledge of administrative functions and modern office procedures</li><li>2. Knowledge of personnel and general office management operations and IT skills</li><li>3. Typing and shorthand skills at prescribed speed</li><li>4. Ability to draft routine correspondence, summary of meetings etc.</li></ol>
Education & special training	Completion of secondary education. Training in secretarial services and office management and procedures an asset
Experience	Extended experience in progressively responsible work in secretarial/administrative work, of which some years are closely related to support programme activities in an International Organization. Experience in an UN Organization is an asset
Languages	Excellent knowledge of written and spoken English. Knowledge of local language

#### **Note :**

1. Applicants should submit a brief resume of their relevant experience and educational qualifications and give reasons for being suitable for the post. Latest passport size photograph should also be attached.
2. WHO Staff members should submit application on form WHO 824E together with WHO Personal History Form.
3. Applicants from the United Nations or Specialized Agencies should apply through the Personnel Officers of their Organization, and attach completed Personal History Form.
4. Applications in original should be sent to World Health Organization, 226 Bauddhaloka Mawatha, Colombo 7, and must be received at WHO Office latest by 03 July 2010. Please mark the "Post applied for the post of Secretary" on the top left hand corner of the envelope.
5. A written test of the short-listed applicants will be held for this post. Candidates are expected to write answers by using computers. The performance in written test will decide applicant's eligibility to appear in the interview.
6. External candidates will be contacted only if under serious consideration.
7. WHO is committed to workforce diversity.
8. Please note that smoking is banned on WHO premises.



The image shows a handwritten signature in black ink over a circular official stamp. The stamp contains the text "WORLD HEALTH ORGANIZATION" and "WHO REPRESENTATIVE". To the right of the stamp, the date "20/5/10" is handwritten.