

Data Processing Assistant – G4 SSA (241114)

Grade: G4

Contractual Arrangement: Temporary appointment under Non-staff “Special Services Agreements”

Contract Duration (Years, Months, Days): 12 Months (subject to availability of funds, satisfactory performance, and continuing need for the position)

Posting Date: Nov 14, 2024, 08:00:00 AM

Closing Date: Nov 20, 2024, 16:30:00 PM

Location: Iran, Islamic Republic -Tehran

Organization: EM_IRA WHO Representative's Office, Iran

Schedule: Full-time

IMPORTANT NOTICE: Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

OBJECTIVES OF THE PROGRAMME

To ensure that effective WHO country presence is established to implement WHO GPW13 in the context of biennial plans agreed on with the Ministry of Health and Medical Education of Iran and harmonized with the United Nations country team.

ORGANIZATIONAL SETTING

The Data Processing Assistant works under the direct supervision and the general guidance of the Communicable Diseases Programme / National Professional Officer under the leadership of WHO Representative. The supervisor gives instructions on non-routine matters and ensures on-going support through job training and technical guidance. Routine tasks are performed independently within detailed guidelines. Overall supervision received is focused on the successful delivery of client oriented and efficient execution of operational services.

DESCRIPTION OF DUTIES

Registers and maintains updated data information on different projects database programmes through WHO database systems, achieving results such as:

- Entering various health and technical data into available databases, this many include all or some of the following:
- Entering data in the Health Resources Availability Mapping System (HeRAMS),
- Entering cases records (e.g.: of rotavirus) into the central EPI data base based on investigation forms received from the designated area.
- Registering and recording, health information reports, Compilation, sorting and verification of accuracy of data before it is entered.
- Identification of data entry errors, problems and inaccuracies in data files and inform the supervisor to enable timely corrections.
- Making necessary comparisons to figure out any discrepancies in files.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Timely storage of data from the focal points, head of programs, respective parties or agencies.
- Keeping backup copies or taking other available measures for data security.

Processes correspondence and handles file and record management related to certain projects or programme activities, achieving results such as:

- Keep a repository of all the documents, technical papers and reports relevant to the programme/project.
- Establishment and maintenance of proper filing system for all the programme/project activities.
- Receipt, screening and processing of incoming correspondence and requests; compilation of background information and submission to the staff concerned; draw their attention to specific issues/problems as necessary.
- Follow up with respective staff on timely reply to correspondence and queries.
- Update and maintenance of information databases, such as mailing lists, document tracking systems and reporting systems on the status and completion of technical projects and programmes.

Searches files and records for use in analysis and reports, achieving results such as:

- Creation of background reference material as appropriate.
- On the basis of general instructions, search of files and records and selection of information for use in preparing correspondence, reports, project or programme plans.
- Access, retrieval and structuring of relevant background material for various purposes, such as meetings, conferences, or for dissemination.
- Selection of materials needed to complete work assignments.
-

REQUIRED QUALIFICATIONS

Education

Essential: Completion of secondary education is required, supplemented by secretarial/administrative training.

Desirable: University degree in epidemiology, computer sciences, business administration, social sciences or related field is an asset.

Experience

Essential: 2-4 years progressive experience, preferably in the IT/Information and programme support areas work, previous experience in the UN system is desirable.

Skills

- Necessary skills and knowledge include knowledge of administrative guidelines, rules and procedure related to the implementation of programmatic activities.
- Ability to operate PC and good knowledge of Microsoft applications.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription and other office procedures and terminology.
- Ability to adapt deal with people of diverse educational and cultural backgrounds.

WHO Competencies

Teamwork
Communication
Respecting and promoting individual and cultural differences
Communication
Producing results
Knowing and managing yourself

Use of Language Skills

Essential: Fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level.
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any extension of appointment is subject to WHO Rules and Regulations.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- This post is subject to local recruitment and will be filled by persons recruited in the local commuting area of the duty station.
- Interested candidates are strongly encouraged to apply on-line. For assessment of your application, please create your profile via the provided link:
<https://ee-eu.kobotoolbox.org/x/wDm5Hsjm>