

VACANCY ANNOUNCEMENT

WHO, Country Office for Bangladesh invites application from the eligible candidates for the post of Assistant II (Information and Communication Technology) for two years (post of limited duration) at GS-06 level.

Description of duties:
Under the direct supervision of the Administrative Officer and general guidance of the WHO Representative to Bangladesh, the incumbent performs the following duties: 1. **ICT Support Team:-** i) Design set up and operate an appropriate ICT system in line with needs of WRO Office and criteria of Informatics System Management (ISM)/SEARO. ii) Keep up to date with developments in system analysis and computer hardware and software, provide technical recommendations for the required system, hardware and software; Work closely with ISM/SEARO for the overall system integration. 2. **Maintaining ICT Support System Operational:-** i) Strengthen and maintain the ICT infrastructure for Global Management System implementation in WRO Office in collaboration with ISM/SEARO. ii) Provide assistance for implementation of WHO Identity Management System (WIMS) in WRO Office and adhere to WIMS guidelines for ongoing user identity management. iii) Maintain integrity of the system such as router and internet connectivity to the local Internet Service Provider (ISP) through leased line as well as Global Private Network. Ensure firewalls, Electronic Private Automatic Branch Exchange (EPABX), servers, workstations, printers and other peripherals are working properly. iv) Diagnose network problem and provide solutions. v) Perform "trouble-shooting" for the users at WRO and its projects. vii) Provide guidance/assistance relating use of WHO standard computer applications and facilitating implementation of new applications to meet evolving and emerging needs of Country Office. viii) Ensure that WRO data processing environment is free of virus and WHO information standards are implemented in consultation with ISM/SEARO. ix) Responsible for an updated inventory record for all computer software/equipment. x) Provide basic training/orientation for new users as appropriate. Provide effective and timely assistance for video and teleconferences. 3. **Standard Procedure for Data and Internet Security:-** i) Implement a separate zone between external and internal network. ii) Establish a firewall between the external and internal network. iii) Deploy anti-virus and anti-spam in server that integrates with the mail system as well as client implementation and configured an auto-update on a regular basis. Apply latest security patches and upgrades for each software installed. 4. Perform other duties as required.

Competencies: 1. Creating an empowering and motivating environment. 2. Ensuring the effective use of resources. 3. Fostering integration and teamwork. 4. Communicating in a credible and effective way. Promoting innovation and organizational learning

Knowledge and Skills: Formal training and experience in network management and Gigabit relay switching technologies. Working knowledge of routers, switches hubs, lucient structured cabling equipment and related circuitry. Good understanding of Transmission Control Protocol / Internet Protocol (TCP/IP) stacks of protocol. Good working knowledge system administration in Microsoft Windows environment. Installation and management of Microsoft Exchange Server, Internet Security and Acceleration (ISA) server and Microsoft Internet Information Server. Ability to meet deadlines, cope with constant work pressure and adapt to the changes in the technology proven team working skills

Education and Special Training: Secondary School Education supplemented by relevant courses in Information and Communication Technology. Certification from Microsoft – Microsoft Certified Systems Engineer (MCSE). Proficiency with WHO standard software such as 2000/2003 Operating System, Exchange 2000 or later, ISA 2000 or later, and Microsoft Internet Information Server 5.0.


Experience (length and nature): Three years of relevant experience in a government, business or professional office; experience in an international organization an advantage.

Languages: Excellent knowledge of spoken and written English and working knowledge of Bengali.

CURRENT ANNUAL SALARY (net of tax): Taka 658,717 per annum plus applicable allowances.

APPLICATIONS SHOULD BE TRANSMITTED IN TWO COPIES QUOTING VACANCY NOTICE NUMBER

For details of the above vacancy announcement, please visit our web site at: www.whoban.org or collect information sheet from the Reception Desk of the World Health Organization, House No.12, Road No. 1, Dhanmondi Residential Area, Dhaka 1205:

 WHO has a smoke-free environment and does not recruit smokers or other tobacco users