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གསོ་བ་ལྷན་ཁག།  
ཐིམ་ཕུ།

ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF HEALTH  
THIMPHU : BHUTAN  
P.O. BOX : 726



Ref. No. MoH/HRM/Circular/37/2011/ 11 21

Tuesday, August 30, 2011

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**URGENT**

PS to Hon'ble Minister, MoH  
PA to Offtg. Secretary, MoH  
Director General, DoMS  
Director, DoPH  
Executive Director, BHTF  
All Division/Section Heads  
Project Director, HIDD  
All Hospitals/DHOs

The Ministry of Health is pleased to announce the post of National Professional Officer for recruitment on deputation to WHO Office for an initial period of two years with effect from January 01, 2012.

Therefore, all interested health personnel who meets the eligibility criteria as announced in the Health Ministry website [www.health.gov.bt](http://www.health.gov.bt) may apply to Human Resource Division, Ministry of Health latest by September 15, 2011.

  
(Yangchen Chhoedon)  
Chief HRO

Cc : WR, WHO Country Office, Thimphu for kind information.  
Cc : Head, ICT Unit, MoH with a request to upload in the health website.

The Ministry of Health is pleased to announce the post of National Professional Officer for recruitment on deputation to WHO Office for an initial period of two years with effect from January 01, 2012. The **Terms of Reference** are as detailed below:

**Education:**

- Essential: Bachelor Degree in health sciences, health administration or related field from a University recognized by RCSC.
- Desirable: Master Degree in health related field an added advantage.

**Skills:**

- Broad knowledge and analytical skills in aspects of international and national and national health policy and development;
- Sound understanding of effective management practices, program, planning and evaluation;
- Computer literacy, particularly related to office applications as an effective tool for management. Familiarity with the Internet and online-based management systems;
- Capability to motivate and manage colleagues to engage in broader aspects of work as part of a team beyond individuals areas of work;
- Excellent ability to communicate and work harmoniously as a member of a team, adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct;
- Strong Public health and strategic thinking backgrounds showing resourcefulness, initiative, leadership qualities, skills to deal with difficult situation and sensitive areas.
- Strong Professional oral and writing skills, including the development of reports, oral presentation, and technical/persuasive documents for consideration at the highest levels of Organization.

**Experience:**

- Seven to ten years of experience in health development work at a national level;
- Experience with WHO internal processes, policies and procedures an advantage.

**Others:**

- Detail CV of the individual/applicant
- Performance Evaluation Form for the last three years.

**Description of duties:**

Under the supervision of the WHO Representative to Bhutan and in close collaboration with concerned officials of the Ministry of Health, Royal Government of Bhutan and in consultation with technical units at WHO SEARO, the incumbent will provide overall managerial and technical support, monitor and evaluate collaborative programs related to Immunization and Vaccines Development; International Health Regulations; Public Health Laboratories and Blood Safety Services; Non-communicable Diseases; Maternal Health & Substance Abuse; Disability Prevention and Rehabilitation – Injuries, Oral, Eye; Making Pregnancy Safer and Reproductive Health; Child and Adolescent Health, and Emergency and Humanitarian Action.

The list of three short listed candidates will be submitted to WHO upon endorsement of the HRC, Ministry of Health, Bhutan.

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**Note:** *Interested applicants must submit the application along with relevant documents to HR Division, MOH by September 15, 2011.*