LOCAL RECRUITMENT
Kuala Lumpur, Malaysia

VACANCY ANNOUNCEMENT

PROJECT MANAGER (CASEMIX)
(Consultant Contract - CTC)

Organizational Unit : United Nations University - International Institute for Global Health (UNU-IIGH)

Reference Number : 2013/UNU/IIGH/CTC/PMC/41

Applications to:

By Mail:
Director, United Nations University – International Institute for Global Health (UNU-IIGH),
HUKM Complex, Jalan Yaacob Latiff, Bandar Tun Razak
56000 Cheras, Kuala Lumpur, MALAYSIA

By Fax:
+6 03 9171 5402

By Email:
recruit@iigh.unu.edu

Closing Date : 15 July 2013

United Nations University Objectives:

The United Nations University (UNU) is an international community of scholars, engaged in research, postgraduate teaching and capacity development and dissemination of knowledge in furthering the purposes and principles of the Charter of the United Nations. The mission of UNU is to contribute, through research and capacity building, to efforts to resolve the pressing global problems that are the concern of the United Nations and its Member States. For more information please visit http://unu.edu.

United Nations University - International Institute for Global Health (UNU-IIGH):

The UNU-IIGH undertakes research, teaching and capacity development and dissemination of knowledge related to key issues of human health. The aim is to contribute to the development and strengthening of health services policy frameworks and management actions, particularly for people in developing countries, and to support implementation of promotive and preventive approaches to human health. For more information please visit http://iigh.unu.edu.
Brief Description of Project:

Casemix in developing countries is one of the agenda of UNU-IIGH under the thematic area of accessibility, efficiency and quality of healthcare services. UNU-IIGH is currently supporting a number of developing countries to develop, customize and deploy Casemix system to be used as a tool to improve efficiency and quality of care that will help to enhance the implementation of social health insurance scheme for achievement of universal coverage. Sources of inefficiencies in the health care services include unnecessary hospitalization, extended length of hospital stays, over prescriptions of drugs and unnecessary order of investigations and procedures. These inefficiencies can potentially be reduced with the use of Casemix system.

Responsibilities:

Under the supervision of the Senior Research Fellow of UNU-IIGH, the Project Manager is responsible for coordinating the activities under the project. The Project Manager will also help in supporting the consultants in their duties to conduct training in development of hospital information system required for the implementation of Casemix system in developing countries.

The key duties of the Project Manager are as follows:

- To assist the Senior Research Fellow in coordinating research activities and provide administrative support;
- To maintain a proper filing system of all documentations related to the project;
- To act as focal point for the administration of the project;
- To organize and schedule training and other activities related to the project;
- To provide administrative support (i.e. travel, compensation, etc.) to the Senior Research Fellow and consultants in the execution of their duties;
- To support in the organization of meetings and/or workshops with the various stakeholders (government agencies, civil society, academia, etc) as part of the activities scheduled under the project;
- To take down minutes of discussions, meetings and/or workshops that are part of the project activities;
- To provide administrative and technical support in the development of Casemix online training programme in UNU-IIGH;
- To prepare the necessary progress reports, financial report, final project reports and other written outputs related to the project;
- To aid the Senior Research Fellow in preparation of proposals and materials related to the project;
- To perform any other duties as may be assigned or required by the supervisor.

The deliverables are as follows:

- Reports of meetings/workshops;
- Seminars and Workshops conducted;
- Proposals and other materials related to the project;
- Financial reports;
- Progress reports;
- Final Project reports;
- Adequate filing and documentation of project activities;
- Timely and well-organised scheduling and execution of project activities.
**Required Qualifications and Experience:**

- A Master’s Degree in Public Health or Management;
- At least two (2) years of relevant working experience in programme support/administration work, preferably in an international environment;
- Experience in an academic/research institution or non-profit organization is desirable;
- Experience in handling Casemix project and analysis of Casemix data and skills in Casemix Coding is an asset;
- Proficient in MS Office applications (Word, Excel, PowerPoint, Access, etc);
- Excellent communication skills with fluency in both oral and written English. Working knowledge of Bahasa Malaysia or another UN official language is an asset;
- A self-starter who is able to multi-task and work under minimal supervision with high level of resilience;
- Result-oriented and self-motivated, with the ability to prioritize work and multi-task;
- A good team player with strong interpersonal skills demonstrated by the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Remuneration:**

Remuneration will be at the rate of USD 3,500.00 per month. There are no other fringe benefits.

**Duration of Contract:**

This is a full time employment on a one (1) year Consultant Contract (CTC) with UNU-IIGH with the possibility for renewal based on project completion in respective countries (where Casemix programmes are being carried out). The Project Manager will be based in UNU-IIGH office in Kuala Lumpur, Malaysia.

The successful candidate will be employed under a local contract and will not hold international civil servant status nor be a “staff member” as defined in the United Nations Staff Rules and Regulations. UNU does not sponsor a working visa for this position.

Applications from suitably qualified women candidates are particularly encouraged.

**Starting Date:** By August 2013 or earlier.

**Application Procedure:**

Interested applicants should submit their applications, preferably by email (to recruit@iigh.unu.edu), and must include the following:

- a cover letter setting out how the qualifications and experience match the requirements of the position;
- a completed and signed UNU Personal History (P.11) form downloadable from United Nations University website at http://unu.edu/about/hr. Please avoid using similar forms provided by other United Nations organizations;
- full contact information of three (3) referees; and
- an indication of the reference number of the vacancy announcement (2013/UNU/IIGH/CTC/PMC/41).