

Government of People's Republic of Bangladesh  
Ministry of Health and Family Welfare  
Planning Wing

Memo No- MOHFW/SAC/Health-5/GAVI-MCH&IO/10/2011/121

Date:17/11/2011

**Job Opportunity**

The Ministry of Health and Family Welfare (MOHFW) received a grant from GAVI Alliance for Health System Strengthening (HSS) of low performing districts. The operational aim of the GAVI-HSS support is to ensure that the Community Clinics (CCs) have the minimum functional capacities and infrastructure needed to deliver safe and effective MCH and immunization services. The GAVI HSS fund will be used in 13 low performing districts (Khagrachari, Bandarban, Rangamati, Cox's Bazar, B.Baria, Noakhali, Hobigonj, Moulvibazar, Sunamgonj, Nilphamari, Gaibandha, Netrokona, Bhola) in the next two years. To achieve the national targets 'District MCH and Immunization Officer' will be recruited at the district level for each of the low performing districts for supervision, monitoring and implementation of immunization, disease surveillance, Maternal Neonatal and Child Health (MNCH) including community clinic activities and one "Admin & Financial Assistant" will be recruited to support the administrative and financial work of GAVI-HSS.

M/o Health and Family Welfare invites applications from interested candidates for the position of (1) District MCH and Immunization Officer (DMCH&IO) and (2) Admin & Financial Assistant.

**(1) District MCH and Immunization Officer (DMCH&IO):**

**Duties and responsibilities:**

**A. Routine EPI:**

1. Assist in the development of district and upazila level annual micro-planning and budgeting based on the RED strategy with the inclusion of community clinics.
2. Assist in population based target calculation, vaccine & logistics requirement including monthly/quarterly indenting and regular updating of information, cold chain maintenance, safe injection practices and proper waste management
3. Provide technical assistance to district and sub-district level managers in communication and social mobilization activities.

**B. MNCH activities:**

1. Technical assistance to the district, upazilla and municipality health authorities in the planning, implementation and monitoring of MNCH related activities.
2. Provide technical assistance in communication and social mobilization activities related to MNCH.
3. Provide technical assistance in planning, implementation and monitoring of disease surveillance in children less than 5 years of age, ANC, PNC and maternal mortality prevention.

**C. Surveillance Activities:**

1. Provide technical assistance in the planning, implementation and monitoring of Acute Flaccid Paralysis (AFP) and other Vaccine Preventable Diseases (VPDs) and Adverse Events Following Immunization (AEFI) surveillance activities.
2. Assist the 'Mid-level Managers' of Health & Family Planning in the planning and implementation of appropriate responses to disease outbreaks, including further investigation, disease control and feedback to all levels & involvement in data collection.

**D. Supplementary Immunization activities:**

1. Provide technical assistance in the planning, implementation and monitoring of supplementary immunization activities such as National Immunization Days (NIDs), Measles follow-up



campaigns, Maternal and Neonatal Tetanus (MNT) campaigns, Outbreak Response Immunization (ORI) and Case Response Immunization (CRI) etc.

**E. Community Clinic Activities:**

1. Technical assistance to the district, upazilla and municipality health authorities in planning, implementation and monitoring of community clinic based MNCH and immunization related activities.
2. Supervise and monitor Community Group (CG) and Community Support Group (CSG) activities and assist in the strengthening of activities of CG & CSG.
3. Provide technical support in preparing CG & CSG activities tool, checklist, reporting formats.

**F. Capacity Building:**

1. Assist in providing training to district, upazila, city corporation & municipality health staff as trainer on routine EPI, New vaccines, VPDs surveillance, MCH and nutrition activities.
2. Supervise and monitor Community Group (CG) training.

**G. Monitoring:**

1. Assist the local manager in the regular disbursement of GAVI-HSS fund, the timely liquidation of accounts and submission of SOE.
2. Attend regular monthly and periodic meetings at different levels, prepare reports and provide feedback.
3. Monitor community clinic activities, EPI sessions including hard-to-reach area and high risks areas, MNCH activities at district & upazila levels, surveillance activities, DQSA and other activities as needed.

**H. Coordination:**

1. Coordinate with GoB, NGOs and other supporting organization at district, upazila and municipality levels for the success of MNCH and immunization related activities.
2. Submit monthly tentative travel and activity plans (TTAP) in advance to the National Coordinator, GAVI HSS for review and approval. Any deviation of the approved travel plan should be immediately informed to the National Coordinator.
3. Submit monthly activities and performance reports to the National Coordinator with a copy to respective Civil Surgeon and LD, MNCAH.

**I. Accountability:**

1. Administratively DMCH&IO will be accountable to Line Director, Maternal, Neonatal, Child, and Adolescent Health (MNC&AH).
2. Programmatically she/he will report to the National Coordinator, GAVI-HSS.
3. Will submit leave requests to the LD-MNCAH through National Coordinator for approval.

- J. Any other responsibilities as & when required in relation to GAVI-HSS or as may be assigned to him/her by the Chair of the PIC.

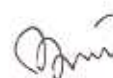
**Qualification, Skills and Competence:**

**Education & work Experience:**

- MBBS degree with Masters in Public Health;
- Three-year relevant professional work experience in management and implementation of maternal and child health.

**Languages:**

- Excellent written and oral communication skills in Bangla and English.



### Computer Competence:

- Must be competent in the following applications: Microsoft word, Excel and Power point, e-mail, internet.
- Working knowledge of multimedia use and other teaching aids

**Age:-** Must be below 45 years (on last date of application)

**Salary:** A Consolidated amount of TK=70,000/(Seventy thousand) per month.

### (2)Admin & Financial Assistant:

#### Basic Function/Job Purpose:

The Admin & Financial Assistant will be experienced in administration and in accounting. She/he will work Ministry of Health and Family Welfare. The incumbent will work under the direct supervision of the Deputy Chief (Health), MOHFW & Focal point, GAVI-HSS and LD, MNCAH, DGHS. He/She will be responsible for managing the accounts of GAVI-HSS fund.

The Admin & Financial Assistant will closely work with the Planning Wing of MOHFW and ensure timely disbursement of GAVI-HSS fund to the field. He/she will also ensure collection of Statement of Expenditure (SOE) of disbursed GAVI-HSS fund and maintain updated accounts of GAVI-HSS fund.

#### Major Duties and Responsibilities:

1. Will assist the desk officer, MOHFW and the National Coordinator of GAVI-HSS in preparing quarterly requirement, timely disbursement and liquidation of GAVI fund for each cost center as per approved GAVI budget.
2. Will follow up timely liquidation of fund as per approved GAVI budget and within the GAVI financial management system and update the status of fund liquidation and inform the Deputy Chief (Health), MOHFW and the National Coordinator, GAVI-HSS on a regular basis and provide feed back to the field.
3. Will assist in timely disbursement of salary and other related expenditure of the GAVI funded staff;
4. Will maintain database for all logistics including vehicle and ensure the related management;
5. Will assist in compilation of TTP, travel performed, field trip report etc for the update the leave status of GAVI funded staffs as per personnel manual;
6. Will be responsible to up date, follow up and timely submission of premium insurance for all GAVI supported staffs.

#### Qualification:

Nationality	: Bangladeshi
Education	: Masters Degree in Account/Finance
Experience	: At least 5 years working experience in accounting, finance, admin and management.
Age	: Not more than 45 years (on last date of application).
Language Proficiency	: Excellent written and oral communication skills in Bangla and English.
Computer Competence:	: Must be competent in the following applications: Microsoft word, Excel and Power point, e-mail, internet
Salary	: A Consolidated amount of TK=20,000/(Twenty thousand) per month.

*(Ami)*

Application with detail bio data and two copies of colored passport size photograph with e-mail address should be submitted to the following address within 30<sup>th</sup> November, 2011.

Deputy Chief (Health), MOHFW  
& Focal point, GAVI-HSS  
Room No #316, 2<sup>nd</sup> floor  
Program Preparation Cell (PPC)  
Planning Wing  
Old Janasankha Bhaban (2<sup>nd</sup> floor)  
Azimpur, Dhaka.

NB. \* Please write the name of the Position of "District MCH and Immunization Officer ( DMCH&IO)" and "Admin & Financial Assistant" on the top of the envelop.  
\* TA/DA is not allowed for the purpose.



(Dr. A.E.M. Muhiuddin Osmani)  
Deputy Chief (Health)  
&  
Focal point, GAVI-HSS  
MOHFW  
e-mail-osmani\_mu@yahoo.com