

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

MOHFW/SAC/Health-1/20/Gavi-HSS/NC/10/194

Date: 05 /03/2015

Job Opportunity

Ministry of Health and Family Welfare invites applications from experienced Bangladeshi Nationals for the post of "National Coordinator (NC)" under Global Alliance for Vaccines and Immunization (Gavi)- Health System Strengthening (HSS) Program. The National Coordinator will be responsible to provide support for wide range of activities which includes: Planning, Monitoring Financial Management, Training, Audit, Preparation of Periodic and Annual reports, Development of Training package and Financial Management Handbook related to Gavi-HSS Program. The incumbent requires extensive field visits to hard to reach and remote areas of the country. The incumbent should have the following **skills and competencies**:

- Ability to lead strategic planning, result-based management
- Good communication skills-writing, presentation, networking ,negotiation and advocacy
- Plan, prioritize and deliver task on time
- Awareness and sensibility to cultural and political environment
- Proficiency in the use of computers and especially word processing, spread sheets, Power point presentation etc.

2. Qualification & Experience:

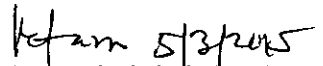
- 2.1. Candidates must have MBBS degree and Masters of Public Health (MPH) degree from any recognized University
 - 2.2. At least ten years working experience in planning, program management and program review of health sector.
 - 2.3. Highly skilled candidates experienced in working government sector at the senior/managerial level having background in both health programme management and financial management will be given preference.
3. Age Limit: Maximum 63 years as on 31.03.2015.

Applicants should submit a brief CV (maximum 4 pages with a cover page) along with a one page statement providing reasons for being suitable for the post and a photograph to the following address by 19 March, 2015. Only hard copy of application will be accepted.

Deputy Chief (Health)
& Focal Point, GAVI-HSS
Planning Wing
Ministry of Health and Family Welfare
Room No. 107, Building No. 9
Bangladesh Secretariat, Dhaka.

For detail please visit the following website:

www.mohfw.gov.bd, www.dghs.gov.bd, www.communityclinic.gov.bd.


(Dr. Mohammad Khairul Hasan)
Deputy Chief (Health) and
Focal Point, GAVI-HSS
Planning Wing
Ministry of Health and Family Welfare.

1. TERMS OF REFERENCE

(a) The Signatory will have the following terms of reference

Under GAVI HSS there is a provision for recruiting a National Coordinator (NC) to assist the Local Consultation Group (LCG) in managing its administrative tasks in overseeing all Health System Strengthening activities. The NC will work closely with government (MOHFW, DGHS, DGFP, City Corporation, Municipality) for strengthening immunization and Vaccination system in Bangladesh under GAVI-HSS Program.

The job description of the National Coordinator (NC) will be:

Post: *National Coordinator.*

Job Purpose:

Proper Implementation and strengthening of GAVI-HSS in 32 selected districts in Bangladesh by providing technical assistance.

Accountable/Reportable:

Administrative: Joint Chief (Planning), MOHFW.

Functional: Joint Chief (Planning), MOHFW.

Working relation:

Government Personnel (Health & Family Planning), Personnel from City Corporation and Municipality, NGOs and other counter parts (Development partners).

Key Responsibilities:

1. Hold regular discussion with District Health Officials of the pilot districts to collect information on HSS implementation issues and progress.
2. In collaboration with child and reproductive health care program managers, report progress towards the national HSS strategy and prepare Annual Program Implementation Reports.
3. Provide technical assistance to the “Program Implementation Committee (PIC)” and Technical Sub-committee of GAVI-HSS on the planning, management and financing of HSS implementation.
4. Manage administrative arrangements and facilitate work of International TA for HSS implementation and financial management.
5. Provide technical support for distribution and oversight of GAVI HSS funds, including preparation of bi-annual audits on use of funds.
6. Work with Planning Wing, MOHFW to progressively integrate evidence from performance evaluation into annual planning and policy-making.
7. Oversee fiduciary aspects of program and budget management, in collaboration with Foreign Aid Project Audit Department.



8. Oversee operational research on the effectiveness of HSS strategies in pilot districts, and ensure results are collected and disseminated to HNP Forum prior to each meeting.
9. Monitor and provide feedback monthly on implementation of different activities of GAVI-HSS Program at 32 selected districts.
10. Submit quarterly progress report to Joint Chief (Planning), Ministry of Health and Family Welfare regarding implementation of GAVI-HSS activities.
11. Any other responsibilities that may assigned to him by LCG as well as Joint Chief (Planning) of Ministry of health and Family Welfare regarding GAVI-HSS.

Subject to the agreement of both parties, these terms and reference may be modified from time to time, as required in the interest of the program/activity.

- (b) The **Signatory** will work as: full time National Coordinator under the direction of and will report to the Program Implementation Committee (PIC) of GAVI-HSS.

2. **DURATION OF AGREEMENT**

This agreement will come into effect on the 1 January 2015 and shall expire on the 31st March, 2015 subject to the continuation of GAVI-HSS program. This agreement carries no expectation of renewal.

3. **REMUNERATION/SALARY**

Net monthly consolidated salary: US\$ 3,000 (Three Thousand US Dollar/Month).

The amount indicated above includes the signatory's monthly mobile & internet support cost, traveling allowance along with all other official support cost. Moreover, GAVI-HSS do not bear his/her income tax and VAT. As per government rules, he/she will pay income tax and VAT.

4. **OTHER ENTITLEMENTS**

Annual, sick and maternity leave provisions should be 15 days, 10 days and 6 months respectively.

In case of availing leave without pay (LWP) the period of absent from service will be deducted from the total lengths of service.

Working hours and holidays shall be the same as Government of Bangladesh's employee. Sick leave will be granted up to three days at a time without medical certificate and the leave approval authority is Joint Chief (Planning), MOHFW.

5. **STATUS OF THE SIGNATORY**

The signatory shall have the status of a contractor and shall not be considered in any respect as an employee of Government of Bangladesh.



6. **RIGHTS AND OBLIGATIONS OF THE SIGNATORY**

The rights and obligations of the Signatory are strictly limited to the terms and conditions of this agreement. Accordingly, the Signatory shall not be entitled to any benefit, payment, subsidy, compensation or pension from Government.

7. **RECISSION**


Either party may rescind this Agreement at any time by giving the other party at least 30 calendar days before of its intension to do so. No compensation shall be payable in such a case.

8. **TERMINATION**

In case of improper conduct by the Signatory, having regard in particular to Article1 Government may terminate this Agreement at any time; no compensation shall be payable in such a case.

9. **COMMUNICATIONS**

All notice and other communications required or permitted under this Agreement shall be sent to the following address:


Dr. Mohammad Khairul Hasan
Deputy Chief (Health), MOHFW
&
Focal Point, GAVI-HSS Program.