



VACANCY ANNOUNCEMENT

(Joint UN Recruitment)

As a part of support to the Health, Nutrition and Population Sector Programme (HNPP) UNFPA, UNICEF and WHO, with financial support from DFID and EC, have jointly designed the project "Accelerating Progress towards Maternal and Neonatal Mortality and Morbidity Reduction" project. The Project will be implemented under the ongoing sector-wide approach being pursued by the Ministry of Health and Family Welfare, Government of Bangladesh. The joint UN Agencies (UNFPA, UNICEF and WHO) are seeking following positions for this joint UN initiative.

Technical Officer-Reproductive Health / Maternal Health (Equivalent to NO-C)

Immediate Supervisor : Project Coordinator
Duration : Three years
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)
Location : Dhaka with frequent field visits

Duties and Responsibilities

Under the overall guidance of UNFPA Deputy Representative and direct supervision of the Project Coordinator, the incumbent will organize Reproductive Health (RH)/Maternal Health (MH) related activities. S/he will be responsible to identify need of technical assistance and training needs and provide technical assistance for the RH/MH component of the project. Incumbent will be responsible to participate in the planning of capacity building activities at central and field levels and to monitor and implementation of related activities of the project, in both public and non-public, not-for-profit service providers. Planning and procurement of necessary equipment and supplies, preparation of distribution list of equipment and supplies and keeps records for RH/MH component of the project will be one of the components of this job.

Qualifications and Competencies

Candidate must have advanced University degree in Medicine, Public Health, or other related fields in Health and Nutrition. A minimum of five (5) years practical experience in Reproductive Health Programme and services is required. Experience in working with the government is an added advantage. Demonstrated technical expertise in Safe Motherhood area and proven managerial skills in the development of project proposals, implementation, monitoring and evaluation of Reproductive Health Programmes are other important requirements for the position. Proficiency in computer (MS Word, MS Excel, MS PowerPoint) and excellent presentation, written and communication skills in English and Bangla are essential.

Remuneration:

Remuneration is at the NO-C level of the United Nations local salary scale.

Technical Officer-Monitoring and Evaluation (Equivalent to NO-C)

Immediate Supervisor : Project Coordinator
Duration : Three years
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)
Location : Dhaka with frequent field visits

Duties and Responsibilities

Under the overall guidance of UNFPA Deputy Representative and direct supervision of the Project Coordinator the incumbent will be required to prepare a data base, design MIS, monitor and to evaluate research activities of the project. Responsibilities will also include creation and documentation of knowledge by evaluating programmes, projects, experiences for lessons learned, best practices and replicable strategies. S/he will disseminate Evaluation/Research findings in order to enable other organizations to gain from the evaluation and researches and share relevant research finding of other agencies to keep the project knowledge updated.

Qualifications and Competencies

Candidate must have Masters Degree preferably with a PhD in public health or related fields in Maternal and Neonatal Health. Minimum five (5) years experience in project monitoring, evaluation and operations research is required. Excellent written, oral and presentation skills, interpersonal and organizational skills, ability to work collaboratively as part of a team, good computer skills especially in database management, Knowledge of SPSS, comparable data analysis programmes are the other important requirements for this position.

Remuneration: Remuneration is at the NO-C level of the United Nations local salary scale.

JOB TITLE: Project Officer-Maternal Health (Quality Assurance and Capacity Development), NO-C

Duration : Three years
Recruiting Agency : UNICEF
Location : Dhaka with frequent field visits

MAIN DUTIES/RESPONSIBILITIES:

Under the guidance of the Senior Project Officer-Maternal Health the incumbent will be responsible for planning, implementation, monitoring and evaluation of the quality assurance and capacity building component of the project. Responsibilities include organizing of field visits to monitor quality of services, as well as conduct of periodic project reviews with counterparts and other partners. Identify necessary action for project adjustments. It is expected that s/he will contribute towards the preparation of the situation analysis of women, neonates and children by compiling data, analysing and evaluating information, related to the quality of services and capacity for providing MNH services. S/he will actively participate in the development of district work plans and ensure compliance with specific assigned objectives. S/he will ensure the accurate and timely input of project information in computerized program system, make decisions on project administration, supply and cash needs.

QUALIFICATIONS:

Advanced University degree in Medicine, Public Health, or other related fields in Health and Nutrition.

WORK EXPERIENCE:

Five years progressively responsible professional work experience in social development, project administration, monitoring and evaluation and quality assurance of a project in health field is essential.

SKILLS & ATTRIBUTES:

- Current knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation.
- Analytical negotiating, communication and advocacy skills
- Experience in module preparation, capacity development and technical skill enhancement
- Knowledge of computer systems, including internet navigation and office applications.
- Ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside organizations
- Clear, concise and effective writing and other communication skills.
- Proven ability to work as part of a team.
- Fluency in English and Bangla, both verbal and written, is essential

COMPETENCIES

Commitment	Building trust
Technical knowledge	Integrity
Networking	Communication
Drive for results	Self awareness & self regulation
Team work	Managing resources
Analytical and conceptual thinking	Judgement

CONTRACTS AND REMUNERATION:

The selected candidate will be awarded a Fixed Term contract and remuneration is at the NO-C level of the United Nations local salary scale.

UNICEF is a non-smoking working environment

JOB TITLE: Project Officer-Maternal Health (Coordinator-Community Health and Social Development) NO-C

Duration : Three years
Recruiting Agency : UNICEF
Location : Dhaka with frequent field visits

MAIN DUTIES/RESPONSIBILITIES:

Under the guidance of the Senior Project Officer-Maternal Health the incumbent will be responsible to contribute towards the preparation of the situation analysis of women and children by compiling data, analysing and evaluating information. Responsibility also includes providing technical support in mainstreaming rights based approach and providing lead technical support on demand side strategies and activities. S/he will contribute to the designing of the key project planning and monitoring tools such as the district planning tool, prioritisation guidelines and the monitoring and evaluation framework. The incumbent will be responsible to organize field visits to monitor quality of services, as well as to conduct periodic project reviews with counterparts and other partners. S/he will participate in the development of the district plans, and ensures compliance with specific assigned objectives and will provide guidance and support to staff to manage and implement the project. S/he will also be responsible in development of appropriate communication and information strategy for behaviour change.

QUALIFICATIONS: Advanced University Degree in Social Sciences, Public Health, or other related fields.

WORK EXPERIENCE:

Five years progressively responsible professional work experience in social development, project administration, monitoring and evaluation.

SKILLS & ATTRIBUTES:

- Current knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation.
- Analytical negotiating, communication and advocacy skills
- Training ability
- Knowledge of computer systems, including internet navigation and office applications.
- Ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside organizations
- Clear, concise and effective writing and other communication skills.
- Proven ability to work as part of a team.
- Fluency in English and Bangla, both verbal and written, is essential

COMPETENCIES

Commitment	Building trust
Embracing diversity	Integrity
Networking	Communication
Drive for results	Self awareness & self regulation
Team work	Managing resources
Analytical and conceptual thinking	Judgement

CONTRACTS AND REMUNERATION:

The selected candidate will be awarded a Fixed Term contract and remuneration is at the NO-C level of the United Nations local salary scale.

UNICEF is a non-smoking working environment

Technical Officer-Professional Officer (Maternal and Newborn Health) (NO - C)

Immediate Supervisor : Project Coordinator / WHO, Medical Officer Reproductive Health
Duration : STE for Temporary Assignment of 2 Years
Recruiting Agency : WHO
Location : Dhaka with frequent field visit

Duties and Responsibilities

Under the overall guidance of WHO Representative and the supervision of the WHO Medical Officer -Reproductive Health and the Project Coordinator, the Technical Officer will be responsible for facilitation of the work of the National Technical Appraisal Committee and coordination of technical assessments of the district MNH plans. Responsibilities of this position includes identification of needs for modification of existing protocols and standards, and development of new protocols and standards based on WHO protocols and standards including the District Team Problem Solving Approach. Incumbent has to support training of the national and district level District Team Problem Solving (DTPS) facilitators.

Qualifications and Competencies

Candidate must have advanced University Degree in Medicine, Social Sciences, Public Health or related fields. Five years progressively responsible professional work experience in Social Development, Project Administration, Monitoring and Evaluation and quality assurance of a project in Health field desired. Current knowledge of development issues and policies, as well as programming policies and procedures in international development cooperation required. Analytical, negotiating, communication and advocacy skills, Training ability, Computer skills including internet navigation, and various office applications are other important requirements of this position.

Finance Officer (Equivalent to NO-A)

Post Title : Finance Officer
Supervisor : Project Coordinator
Duration : Three years
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)

Duties and Responsibilities:

Under the overall guidance of the Project Coordinator and responsible to Operations Manager, UNFPA (for financial part), the incumbent will be responsible to coordinate the flow of financial and management information between HQ and field and to liaise with UN organizations. S/he will be responsible to ensure smooth and timely operations of the financial and project support functions.

Qualifications and Competencies

Candidate must have a University Degree (Masters) in Finance/Accounting/Business Administration/CA Course Intermediate level qualified. Three to Five years of professional experience in the financial project administration is required. Experience of working in Multinational organizations needed. Required computer skills include proficiency in current office software applications (MS Word, Excell, Access, PowerPoint).

Remuneration:

Remuneration is at the NO-A level of the United Nations local salary scale.

Project Assistant

Post Title : Project Assistant (Service contract corresponding to GS 5 level)
Supervisor : Project Coordinator
Duration : Three years
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)

Duties and Responsibilities

Under the overall guidance of the Project Coordinator, the incumbent will contribute to the effective management of project activities. S/he will be responsible to maintain collaborative relationships with counterparts in GoB, NGOs' and civil society to address the emerging issues.

Qualifications and Competencies

Candidate must be a Graduate in the field of Social Science and/or Development. Working experience with GOB/UN/ Bilateral Agency/NGO/Multinational Organization is preferred. The desired candidate should have minimum two (2) years practical and professional work experience. Desired candidate needs to have excellent writing and computer skills and ability of time management.

District Level Positions:

Two Field District Officers for UNFPA (Equivalent to NO-A)

Duration : Three years
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)
Location : Field post
Number of Position : Two

MAIN DUTIES/RESPONSIBILITIES:

Under the guidance of the Project Coordinator and/or Senior Project Officer-Maternal Health, incumbent will be responsible for planning, implementation, monitoring of maternal and neonatal health related activities. S/he will also coordinate between UNFPA, UNICEF, MOHFW, DGFP and DGHS along with the coordination with MOHEW units in district and sub-district level to plan and organize project activities. Position demands the ability of identification of additional training and technical assistance needs for the capacity building and sustainability of the project. Responsibility also includes monitoring the flow of supply and non-supply assistance to the counterparts at the district and upazila levels. Drafts supply and financial documentation. Collect and records information on supply/non-supply inventory, distribution and utilization.

Qualifications and Competencies

Candidate must have University Degree in Medicine, Social Sciences, Public Health, or related field. Masters degree in related field is an added advantage. Working experience with GOB/UN/Bilateral Agency/ NGO/ Multinational Organization is preferred. The desired candidate should have 3 to 5 years practical and professional work experience. Desired candidate needs to have excellent writing and computer skills and ability of time management.

JOB TITLE: Assistant Project Officer-Maternal Health NO-A

Duration : Three years
Recruiting Agency : UNICEF
Location : Field post
Number of Position : Two

MAIN DUTIES/RESPONSIBILITIES:

Under the guidance of the Project Coordinator/Senior Project Officer-Maternal Health, incumbent will be responsible for planning, implementation, monitoring of maternal and neonatal health related activities. S/he will also coordinate between UNFPA, UNICEF, MOHFW, DGFP and DGHS along with the coordination with MOHFW units in district and sub-district level to plan and organize project activities. Position demands the ability of identification of additional training and technical assistance needs for the capacity building and sustainability of the project. Responsibility also includes monitoring the flow of supply and non-supply assistance to the counterparts at the district and upazila levels. Drafts supply and financial documentation. Collect and records information on supply/non-supply inventory, distribution and utilization.

QUALIFICATIONS: Candidate must have University Degree in Medicine, Social Sciences, Public Health, or related field. Masters degree in related field is an added advantage.

WORK EXPERIENCE : One-year practical, professional work experience in project administration/ implementation including research and data analysis.

SKILLS & ATTRIBUTES:

- Communication, analytical and training skills
- Computer skills including internet navigation and various office applications
- Time Management capacity
- Ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside organizations
- Clear, concise and effective writing and other communication skills.
- Proven ability to work as part of a team.
- Fluency in English and Bangla, both verbal and written, is essential

COMPETENCIES

Commitment	Building trust
Networking	Integrity
	Communication
Drive for results	Self awareness & self regulation
Team work	Managing resources
Analytical and conceptual thinking	Judgement

CONTRACTS AND REMUNERATION:

The selected candidate will be awarded a Fixed Term contract and remuneration is at the NO-A level of the United Nations local salary scale.

UNICEF is a non-smoking working environment

Programme cum Finance Assistant (Service Contract Corres ponding to G5)

Supervisor : Field District Officer / Assistant Project Officer
Duration : Three years
Location : Field post
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)

Number of Position : Two

Duties and Responsibilities:

Under the overall guidance of Project Coordinator and also responsible to Operations Manager, UNFPA (for financial part) and direct supervision of the Field Officer, the incumbent will be responsible for the contributions to the effective management of the project activities. S/he will be responsible for maintaining collaborative relationships with counterparts in GoB, NGOs' and civil society to address the emerging issues at the field level. Person in this position needs to take responsibility for fund management, fund disbursement, follow-up and monitoring of funds and expenditure, related with project activities at the field level.

Qualifications and Competencies:

Candidate must have Graduation in Finance/ Accounting/ Business Administration/CA Course completed. Working experience with GOB/UN/Bilateral Agency/ NGO/ Multinational Organization is required. Excellent writing and computer skills, fluency in English and Bangla and expertise in time Management are other important requirements of this position. The desired candidate should have minimum two (2) years practical and professional work experience.

JOB TITLE : Programme cum Finance Assistant
Duration : Three years
Recruiting Agency : UNICEF
Location : Field post
Number of Position : Two

MAIN DUTIES/RESPONSIBILITIES:

Under the overall guidance of the Senior Project Officer-Maternal Health, and direct supervision of the Assistant Project Officer, the incumbent will be responsible for the contributions to the effective management of the project activities. S/he will be responsible for maintaining collaborative relationships with counterparts in GoB, NGOs' and civil society to address the emerging issues at the field level. S/he needs to take responsibility for fund management, fund disbursement, follow-up and monitoring of funds and expenditure, related with project activities at the field level.

QUALIFICATIONS: Candidate must have University Degree in Finance/ Accounting/ Business Administration/ Social Science.

WORK EXPERIENCE:

One-year practical, professional work experience with GOB/UN/Bilateral Agency/NGO.

SKILLS & ATTRIBUTES:

- Computer skills including internet navigation and various office applications
- Time Management capacity
- Clear, concise and effective writing and other communication skills.
- Proven ability to work as part of a team.
- Fluency in English and Bangla, is essential

COMPETENCIES

Commitment	Integrity
	Communication
Drive for results	Self awareness & self regulation
	Managing resources
Team work	Judgement
Building trust	

CONTRACTS AND REMUNERATION:

The selected candidate will be awarded a Fixed Term contract and remuneration is at the GS-5 level of the United Nations local salary scale.

UNICEF is a non-smoking working environment

Driver (Equivalent to G2)

Duration : Three years
Location : Dhaka office and Field post
Recruiting Agency : UNFPA (with initial probation period of 6 months and yearly renewable contract)
Number of Position : Three

Duties and Responsibilities:

Driver will be required for driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items. S/he will be also be responsible for day to day maintenance of the assigned vehicle and minor repair of the car, if required.

Qualifications and Competencies

Candidate must have at least primary level education certificate. Secondary School Certificate desirable. At least 5 years of experience as a driver with valid driving license and safe driving record is must. Knowledge of driving/traffic rules and regulations and Chauffeur courtesies are required. Other necessary qualifications for this position are Good knowledge of Bangla and working knowledge of English and skills in minor vehicle repair excellent physical conditions.

JOB TITLE : Driver
Duration : Three years
Recruiting Agency : UNICEF
Location : Field post
Number of Position : Two

MAIN DUTIES/RESPONSIBILITIES:

Under the overall guidance of the Senior Project Officer-Maternal Health, and direct supervision of the Assistant Project Officer, the incumbent will be responsible for driving office vehicles for the transport of authorized personnel and delivery and collection of mail, documents and other items. S/he will be also be responsible for day to day maintenance of the assigned vehicle and minor repair of the car, if required.

QUALIFICATIONS: Candidate must have at least primary level education certificate. Secondary School Certificate desirable.

WORK EXPERIENCE: At least 5 years of experience as a driver with valid driving license and safe driving record is must. Knowledge of driving/traffic rules and regulations and Chauffeur courtesies are required.

SKILLS & ATTRIBUTES:

- Good knowledge of Bangla and working knowledge of English
- Skills in minor vehicle repair
- Excellent physical conditions.
- Courtesy and gender sensitivity
- Maturity

CONTRACTS AND REMUNERATION:

The selected candidate will be awarded a Fixed Term contract and remuneration is at the GS-2 level of the United Nations local salary scale.

UNICEF is a non-smoking working environment

All the mentioned positions require ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization and fluency in English and Bangla. Interested candidates are requested to apply with one page justification for the suitability along with a detailed CV/P11 form and a passport size photograph on or before 31 March 2007 to UNFPA Representative, Bangladesh. Details TOR and P11 Form can be obtained from the www.unfpa-bangladesh.org. Please mention the Name of the position on the top of the envelope.

Only short-listed candidates will be called for written test/interview. Any attempt to unduly influence selection process will lead to automatic disqualification of the applicant. Application from qualified female candidates are encouraged.