



Bogura artisan jewellery businesses stare at losses amid pandemic

If the government can help set up modern technologies and ban Indian and Chinese imitation jewellery from Bangladesh, then the local antique jewellery business will thrive, said trader Shakil.

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Government of the People's Republic of Bangladesh

National Malaria Elimination and ATD Control Program

Disease Control Unit

DGHS, Mohakhali, Dhaka-1212

Memo No. DGHS/DC/GFATM/MAL/Admin/2020/4402

Date: 10/12/2020

Job Vacancy

Job Title:	Surveillance Medical Officer (SMO)
Number of Vacancy:	02
Duration:	Six months initially and renewable based on performance and availability of fund
Location:	1 each for Sylhet/Moulavibazar districts and Chattogram/Cox's Bazar districts
Salary:	As per project salary structure
Age:	Age 35 years maximum
Supervisor:	Deputy Program Manager, Malaria and ATD Control Program, DGHS, Mohakhali, Dhaka-1212

Job Responsibilities:

- To provide overall technical support to district and upazila health authorities for implementation, monitoring, supervision and evaluation of malaria program activities.
- Comprehensive visit to verify the monthly Malaria MIS data of Government service delivery points at district and upazila levels (District hospitals, UHC (Lab, Indoor, Outdoor, emergency), Community clinics, HI/AHI/HA) per month.
- To monitor stock of antimalarial drugs and diagnostics in district and upazila stores and verify district and upazila level inventory reports.
- To plan, design and conduct effective surveillance for malaria.
- To ensure proper documentation and reporting of the program.
- Emphasize on community clinics engagement in malaria management and prepare CC wise monthly report, oversight visit of the CC at least one CC per Upazila per month.
- Guide medical technologist of the surveillance team in crosschecking blood slides, sent from the upazila as a part of microscopy QA and follow up their activities.
- Introduce village wise micro-stratification of patients, diagnosed in public health facilities and facilitate in preparing complete micro-stratification list.
- Attend monthly coordination meeting in district and all upazila level per month.
- Coordinate training programs/workshops in district and upazila, organized by the National Malaria Elimination Program.
- Coordinate with the NGO partners in implementing malaria intervention in the community.
- Liaison with the community leaders for the smooth implementation of malaria intervention and raise awareness among the community.
- Prepare and submit monthly work plan and progress report of the activities.
- To ensure any other activities assigned by LD-CDC and or DPM, Malaria and ATD Program.

Qualifications and Experience:

- MBBS from any Government recognized institute.
- Masters in Public Health (MPH), preferred in epidemiology) from Government recognized institute.
- At least 3 years of field experience in Public Health.
- Skilled in spoken and written English and ability of report writing.
- Skilled with computer competency (MS Word, Excel, Power Point).
- Previous experience of working in malaria projects will be preferred.

Job Title:	M&E Officer
Number of Vacancy:	01
Duration:	Six months initially and renewable based on performance and availability of fund
Location:	Nation Malaria Elimination Program, DGHS, Mohakhali, Dhaka-1212
Salary:	As per project salary structure
Age:	Age 45 years maximum
Supervisor:	Deputy Program Manager, Malaria and ATD Control Program, DGHS, Mohakhali, Dhaka-1212.

Job Responsibilities:

- Provide technical support to strengthen monitoring and evaluation systems of the national program.
- Participate and contribute to the development of Monitoring and Evaluation Framework for Malaria Program.
- Update as necessary the Monitoring and Evaluation plans for malaria grants, consistent with the national M&E framework, in consultation with the involved stakeholders.
- Together with the M&E Expert, other relevant program personnel and implementing partners, strengthen, harmonize and standardize the existing malaria data collection, analysis and reporting system, in line with the national HMIS Plan and Programme indicators.
- Assist the M&E Expert to develop and strengthen regular review process of field activities to evaluate the utilization and impact of ongoing monitoring tools in order to measure improvements in program quality, giving feedback to field level and other implementing partners as appropriate.
- Work with the M&E Expert and other relevant program personnel staff to analyze reported data.
- Conduct field monitoring visits to review the implementation of program activities, as appropriate assist the M&E Expert and other relevant program personnel to develop and deliver.
- Check and validate all M&E documents submitted by district and upazila level M&E personnel and forward to finance team for the disbursement of honorarium and travel costs, incurred for M&E activities.
- Trainings/capacity building in M&E and HMIS for district and upazila level personnel and other implementing partners.
- Support the M&E Expert to prepare accurate and quality reports (PUOR, other programmatic reports) in a timely manner.
- Contribute to prepare responses to management actions/audit recommendations relating to M&E function.
- Ensure facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation.
- Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into the program reports/strategic documents.
- Participate in external supervision and evaluation missions of the GF and other agencies by facilitating access to M&E function as required.
- Perform other relevant task as assigned by the management.

Required Qualifications and Experience:

- Master's Degree in Public Health/Management Studies/Statistics/Information System related subject from any Government recognized institute.
- At least 8 years of experience in M&E-related functions.
- Previous experience of working in GF-supported grants will be preferred.
- Skilled with computer competency (MS Word, Excel, Power Point, data analysis software, etc.).
- Skilled in spoken and written English and ability of report writing.

Job Title:	Documentation and Communication Officer
Number of Vacancy:	01
Duration:	Six months initially and renewable based on performance and availability of fund
Location:	Nation Malaria Elimination Program, DGHS, Mohakhali, Dhaka-1212
Salary:	As per project salary structure
Age:	Age 40 years maximum
Supervisor:	Deputy Program Manager, Malaria and ATD Control Program, DGHS, Mohakhali, Dhaka-1212.

Job Responsibilities:

- Work in close collaboration with Program personnel to prepare quarterly/half yearly/annual progress report and other reporting requirements, as appropriate.
- Ensure effective communications, visibility and knowledge management and document lessons learned, challenges and best practices.
- Support programme staff in organizing and managing seminars, workshops, press conferences.
- Produce reports and stories of the seminars/workshops organized by the program.
- Provide technical support to the program personnel in producing various evaluation and knowledge products.
- Design reports, modules, banners, leaflets, posters newsletters, or any other communication materials.
- Prepare and edit press releases, official letters and documents, other promotional content for the website and social media, as and when appropriate.
- Develop and strengthen documentation and filing system of the program.
- Ensure proper documentation of the reports, communications materials and knowledge products.
- Monitor and manage all information flow mechanism.
- Perform any other duties assigned by the supervisor as per need of the program.

Required Qualifications and Experience:

- Master's Degree in Communication and Media Studies, Journalism, Social Sciences, Development Studies, Anthropology, Sociology or other related fields from any Government recognized institute.
- At least 5 years of relevant working experience.
- Relevant experience in graphics design, audio visual, report writing, and documentation will be given priority.
- Should possess excellent writing, editing, and speaking skills in both English and Bengali.
- Should be well versed in the latest electronic publishing and graphics methods with excellent computer skills.

- > There is no provision of TA and DA for interview.
- > Candidates serving under Government and autonomous organization should apply through proper channel.
- > The interested candidates are requested to send an application via postal/courier with cover letter, 02 (Two) PP size color photographs, copies of all academic and experience certificates (with attestation) to the following address: **Director, Disease Control, and Line Director, Communicable Disease Control (CDC), National Malaria Elimination Program, House No. 240, Road No. 17, Lake Road, New DOHS, Mohakhali, Dhaka-1206 by 31 December, 2020.**
- > Incomplete application will be rejected.
- > The name of the post should be mentioned clearly on the top of the envelop.
- > Only short listed candidates will be called for interview.

Shahnaila Ferdousi
10/12/2020

Prof. Dr. Shahnaila Ferdousi
Director, Disease Control &
Line Director, CDC
DGHS, Mohakhali, Dhaka-1212

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