### BDRCS ORGANIZATIONAL STRUCTURE

**PRESIDENT**  
President of the People’s Republic of Bangladesh

**SECRETARY GENERAL**

- **Deputy Secretary General**

- **Divisional Chief**

- **Director**

- **Deputy Director**

- **Junior Asst. Director/FO**

- **Field Officer & Equivalent** (ULO, trainer, law officer, surveyor, sub-assist. eng)

**Projects/ short term**

**Grand total**

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**Sanctioned Positions**

<table>
<thead>
<tr>
<th>Position</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary General</td>
<td>01</td>
</tr>
<tr>
<td>Deputy Secretary General</td>
<td>01</td>
</tr>
<tr>
<td>Divisional Chief</td>
<td>02</td>
</tr>
<tr>
<td>Director</td>
<td>19</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>30</td>
</tr>
<tr>
<td>Asst. Director</td>
<td>30</td>
</tr>
<tr>
<td>Junior Asst. Director/FO</td>
<td>33</td>
</tr>
<tr>
<td>Field Officer &amp; Equivalent</td>
<td>73</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>189</td>
</tr>
<tr>
<td>Support Staff</td>
<td>264</td>
</tr>
<tr>
<td><strong>Sub-total</strong></td>
<td>453</td>
</tr>
<tr>
<td>Projects/ short term</td>
<td>71</td>
</tr>
<tr>
<td><strong>Grand total</strong></td>
<td>524</td>
</tr>
</tbody>
</table>

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**Key**

- **Division / Divisional Chief position (will be contractual position)**
- **Department with vacant positions for Director**
- **Departments with filled in position at Director’s level**
- **Legal Affairs Cell within the S.G.’s Office**
- **The Holy Family Hospital will continue being managed by the Managing Board**

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Key Notes to the Organogram

1. Prior to the introduction of the new structure there were 5 divisions and 17 departments.
2. The new structure requires 5 divisions and 18 departments & 19 directors including Legal Affairs.
3. Currently the Society has 17 Directors including the Legal Affairs Director and the Director posted at Janmison Hospital in Chittagong.
4. 15 Departments and Legal Affairs Cell are with Directors & 3 Departments (Health Services, Blood Program and HR & Admin) needs to be filled now or later.
5. Among 5 Divisions, traditionally Deputy Secretary General Heads the DRM Division and remaining 4 Divisions shall be distributed among 2 Divisional Chiefs (appointed on a contractual basis). OD and Health Division will be headed by one Divisional Chief while Central Service Division and Finance Division will be headed by another Divisional Chief.
6. All positions report to Secretary General through Deputy Secretary General.
7. The Legal Affairs Director will be an advisor to Secretary General. (it will be a cell with a Director, one Law Officer and one Support Staff).
8. The sanctioned positions in each department are 1=Director, 1=DD & 1=AD, 1=JAD, 2= supporting staff & 1=Peon.
9. A Logistics Department has been created that will combine transport, warehouse (stores), procurement and ICT
10. A Community Development (CD) Department has been created under DRM Division.
11. The Communication has been combined with International Relation as these focus on image building.
12. The blood programme has been made a Department on its own.
13. Additional positions have been created in the Finance and Real Estate to help facilitate effective and efficient performance of accounting and collection of revenue by these departments.
14. The Hospitals and Health Education Services report directly to Managing Board

Recommendations:

15. To achieve the desired cost effective structure with a reduced staff compliment, there is need to change the Staff Standing Order first which gives employees the open ended contracts.
16. All new employees should be on fixed term contracts, with a financial clause inserted that renewal will be based on availability of funding.
17. There is need to improve the revenue collection, which can help offset the current financial liabilities the society has, then a voluntary retirement plan can be put in place.
18. The staff skills Audit that will be done should have to combine with review of the job grading system based on the New designed Job Description as well.
Sanctioned Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>03</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>12</td>
</tr>
<tr>
<td>Asst. Director</td>
<td>14</td>
</tr>
<tr>
<td>Junior Asst. Director/ FO</td>
<td>11</td>
</tr>
<tr>
<td>Support Staff</td>
<td>99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>139</strong></td>
</tr>
</tbody>
</table>

Central Service Division

Director Communication & International Relations

- **Director Communication & International Relations**
  - International Relations
    - D D-01
    - A D-01
    - Support Staff-01
    - Support Staff-02
    - Peon-02
  - Information /Communication
    - D D – 2
    - A D-2
    - JAD/FO-02
    - Support Staff-02
    - Peon-02

Director Logistics Department

- **Director Logistics Department**
  - Warehouse
    - DD-01
    - AD-01
    - Store keeper -03
    - Asst. Store-02
    - Peon -2
  - Transport
    - DD-01
    - AD-01
    - Transport officer-01
    - Pool Mechanic-01
    - Support Satff-01
    - Drivers - 35
    - Helpers - 07
    - Peon - 1
  - ICT
    - DD-01
    - IT Manager
    - IT Officer -02
    - Peon -01
  - Procurement
    - DD-01
    - AD-01
    - JAD-01
    - Support Staff-01
    - Peon - 1

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ORGANIZATIONAL DEVELOPMENT DIVISION

<table>
<thead>
<tr>
<th>Sanctioned Positions</th>
<th>Total</th>
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<tbody>
<tr>
<td>Director</td>
<td>05</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>06</td>
</tr>
<tr>
<td>Asst. Director</td>
<td>05</td>
</tr>
<tr>
<td>Junior Asst. Director</td>
<td>06</td>
</tr>
<tr>
<td>Support Staff</td>
<td>19</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>41</td>
</tr>
<tr>
<td>Field officer ULOs</td>
<td>68+5</td>
</tr>
<tr>
<td>trainers</td>
<td>73</td>
</tr>
<tr>
<td>Grand Total</td>
<td>114</td>
</tr>
</tbody>
</table>

Director Planning & Development
- D D- 1
- AD -1
- JAD/FO-01
  - Support Staff-02
    - Peon - 1

Director Fundraising
- DD-1
  - Senior PMER-01
  - PMER Officers -3
  - JAD/FO-01
  - Support Staff-02
    - Peon - 1

Director Unit Affairs
- DD -1
  - AD -1
  - JAD/FO-01
  - 68 ULO Officers
  - Support Staff-02
    - Peon - 1

Director Youth & Volunteer
- DD -1
  - AD -1
  - JAD/FO-01
  - JAD/FO-02
  - Support Staff-02
    - Peon - 1

Director Training
- D D -1
  - Trainer - 5
  - AD -1
  - JAD/FO-02
  - Support Staff-02
    - Peon - 1
DISASTER RISK MANAGEMENT DIVISION

Sanctioned Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>05</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>05</td>
</tr>
<tr>
<td>Asst. Director</td>
<td>04</td>
</tr>
<tr>
<td>Junior Asst. Director/FO</td>
<td>05</td>
</tr>
<tr>
<td>Support Staff</td>
<td>14</td>
</tr>
<tr>
<td>Total</td>
<td>33</td>
</tr>
</tbody>
</table>

DRM Division

Director (Operation) Cyclone Preparedness: DD - 1, AD - 1, JAD/FO-02, Peon - 1, Support Staff-01

Director Tracing: DD - 1, AD - 1, JAD/FO-01, Support Staff-01, Peon - 1

Director Disaster Risk Management: DD - 1, AD - 1, JAD/FO-01, Support Staff-01, Peon - 1

Director Disaster Response: DD - 1, AD - 1, JAD/FO-01, Support Staff-01, Peon - 1

Director Community Development: DD - 1, AD - 1, JAD/FO-01, Support Staff-01, Peon - 1

Project section

Prog Manager CBDRR-1: Field Officer, Support Staff-01
Prog Manager CDI: Field Officer, Support Staff-01
Prog Manager EPRP-1: Field Officer, Support Staff-01

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HEALTH SERVICES DIVISION

<table>
<thead>
<tr>
<th>Sanctioned Positions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>02</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>07</td>
</tr>
<tr>
<td>Asst. Director</td>
<td>02</td>
</tr>
<tr>
<td>Junior Asst. Director</td>
<td>02</td>
</tr>
<tr>
<td>Field officer</td>
<td>04</td>
</tr>
<tr>
<td>Support Staff</td>
<td>99</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>117</strong></td>
</tr>
</tbody>
</table>

Director
Health Services

- DD - 1
- AD - 1
- JAD-01/FO-04
- Support Staff-02
- Peon - 1

Director
Blood Programme

- DD - 1
- AD - 1
- JAD/FO-01
- Support Staff-02
- Peon - 1

DD-05 Blood Centres
LEGAL AFFAIRS CELL

<table>
<thead>
<tr>
<th>Sanctioned Positions</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>01</td>
</tr>
<tr>
<td>Law Officer</td>
<td>01</td>
</tr>
<tr>
<td>Support Staff</td>
<td>01</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>03</strong></td>
</tr>
</tbody>
</table>
Standard (Maximum) Unit with a number of Project/Program

- Unit Officer (Assistant Director/DD)
  - Project/Program/Co-coordinator/Manager
    - Field Officer
  - Computer Operator
    - Office Assistant
      - PEON
Smallest Unit Structure (Minimum) with fewer activities

- Unit Officer
- Field Officer
- Peon