Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 48 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/ Red Crescent ideals and principles.

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under Population Movement Operation (PMO), Cox’s Bazar:

Job Title : Primary Health Care Center (PHCC) Officer
Duration of contract : Until 31.12.2020 (with possibility of extension)
Organizational Unit/Department : Health
Salary Range : Up to 50000/-
Number of Post : 01
Reporting line : Health and Environment Coordinator (HEC), BDRCS
Age Limit : 45 years (may be relaxed in case of outstanding candidates)
Duty station : Ukhiya, Cox’s Bazar; full-time presence at PHCC in camp 11, 13, 15 or 2E

Purpose:

1. PHC operations and coordination: To ensure the smooth operation of one PHCC by coordinating around 8 service providers in close collaboration with SRC and 1 DGHS. The PHCCs aim at increasing the access of camp and host community inhabitants to quality primary health care services.
2. Health outreach work: To ensure outreach work in the catchment area of the respective PHCC is carried out. Outreach works aims at raising the awareness of camp inhabitants on improved health behavior and at increasing the knowledge about services provided at PHCC.

Roles and responsibilities:

Coordination and planning:

- Coordinate the delivery of the PHC & IPS services of around 8 service providers in the field of general health (OPD); maternal, newborn and child health (MNCH); family planning, normal deliveries; immunization; menstruation control; post abortion care; psychosocial support (PSS); nutrition screening and counselling; eye health; palliative care, among others.
- Organize and chair monthly coordination meetings with the involved service providers.
- Ensure that operations & maintenance (O&M) activities and costs are shared among all service providers in an equitable manner.
- Work closely with the BDRCS HEC and SRC Programme Manager (PM) and Field Coordinator (FC) in Cox’s Bazar to prepare detailed implementation/activity plans on PHC operations/coordination and outreach activities.
• Implement a systematic referral system at the PHCC, both referring patients internally to other service providers and externally to next higher facilities. Support BDRCS HEC and SRC PM in designing the system.
• Facilitate field visits of BDRCS, SRC and partner staff to the PHC and camp project area.
• Manage the effective use of assets, financial resources and facilities to comply with BDRCS and partner requirements.

**Liaison:**

• Liaison with Camp in Charge (CiC) to ensure necessary information flows to and from CiC and in order to obtain necessary approvals.
• Liaison with I/NGOs (e.g. with camp management, WASH focal point etc.) active in camp to coordinate relevant activities and receive necessary support.
• Participate in camp coordination meetings and health coordination meetings at camp level.

**Monitoring, Reporting and Documentation:**

• Participate in improving and consolidating the PHCC Monitoring and Information System (MIS).
• Ensure service providers and volunteers submit accurate data in a timely manner.
• Submit daily DGIS-2 and EWARS relevant data, as well as data on service deliveries in Kobo reporting system.
• Prepare reports and documentations (such as case studies, monthly and annual reports) as per the need of BDRCS-SRC.
• Establish and oversee community engagement and two-way communication system to ensure accountability to beneficiaries. Analyze the feedback provided by beneficiaries and react as appropriate.

**Leadership, Teamwork and Capacity Development:**

• Guide and supervise PHCC (1 Cleaner, 1 Support Staff, 1 Night Guard, 4 Community Health Facilitators) and Outreach staff/volunteers (1 Supervisor, 2 Community Health Facilitator, 2 Community Health Volunteers), in total 12 persons reporting to this position.
• Guide, facilitate and support the Community Health Facilitators & Volunteers on provision of outreach work, including awareness campaigns, group sessions, social events, etc.
• In collaboration with BDRCS HEC and SRC PM and FC coordinate the implementation of trainings relevant for BDRCS PHCC staff/volunteers and service providers. Organize trainings and submit a training report to BDRCS HEC and SRC PM and FC.
• With support of BDRCS HEC and SRC PM and FC ensure readiness and support all BDRCS and service provider staff/volunteers for implementation of appropriate responses in case of diseases outbreak.
• Ensure that PHCC services are conducted at a high level of quality, safety, integrity, and cultural sensitivity.
• Ensure a constructive work environment for all BDRCS and the staff/volunteers of about 8 service providers and build a sense of shared ownership.
• Take into consideration any feedback by service providers and take necessary action or involve BDRCS HEC and SRC PM and FC where necessary.

**Qualifications & requirements:**

• Bachelor’s degree in social sciences, public health, business administration, or similar field.
• At least 5 years of work experience in the social, protection or health sector.
• At least 3 years management and coordination experience, i.e. managing teams of more than 3 persons.
• Demonstrated high level of motivational and communication skills; excellent interpersonal skills and ability to work in a team under difficult circumstances.
• Fluency in both spoken and written in Bangla is a requirement.
• English and/or Rohingya language skills are an asset; such candidates will be given preference.
• Proficiency in MS Word, Excel, as well as Bangla and English language typing are a requirement.

Perform any other work-related duties and responsibilities that may be assigned by the line manager.

If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent photograph and mentioning the name of the position in subject line to **hr@bdrcs.org** before 5:00 pm, 17 March, 2020.
Only shortlisted candidates will be notified
BDRCS is an equal opportunity employer