



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), 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, is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable populace 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 Cox's Bazar Health Care Project:

Job title	:	Project Manager
Position	:	1(one)
Duration of contract	:	12 months
Salary	:	Negotiable
Reporting to	:	Focal Person, Health Care Project
Age	:	45 years maximum (age limit will be relaxed in case of potential candidate)
Duty station	:	Cox's Bazar

Main responsibilities:

- Supervises medical and non-medical staff
- Executes or coordinates administrative and office work related to the project
- Follows up the related expenses ensuring the budget is not overspent and participates in budget elaboration
- Develops and maintains contacts with interlocutors
- Assesses the needs of the Health Complexes(Ukhia and Teknaf) and finds appropriate solutions
- Monthly report writing

Education and experience:

- MBBS from recognized Medical College
- MPH from recognized University
- Minimum 2 years working experience in a health project
- Computer literacy

Personal qualities:

- Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
- Act at all times in accordance with the Code of Conduct
- Able to work in a team and respects opinions of others
- Assist the organization on occasion, in times of national, international, local emergencies or major disasters

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@bdracs.org before 5:00 pm, 17 December, 2018.

Only shortlisted candidates will be notified.

BDRCS is an equal opportunity employer.