



EMPLOYMENT NOTICE

Job Title: Field Officer (Health) (for married female)	Reports to: Senior Program Officer (Health)
Department/ Sector: Program/ Health	Salary Range: Tk. 25,000 - 30,000 negotiable (consolidated) per month depending on the experience and qualifications.
Job Nature: Temporary	Bonus: Two bonuses @50% of consolidated salary per year
Work Station: CH-NFP Office, Mirpur, Dhaka	Project Duration: Up to March 2026.
Age: Maximum 35 years (as on 30 September 2024)	Position: 1

Caritas Bangladesh is seeking a qualified professional for the position of **Field Officer (Health) (for Married Female) for RCHDP Project** under Health Sector of Caritas Central Office. Caritas Bangladesh (CB) is a national and non-profit development organization operating since 1967. It has its Central Office in Dhaka and eight Regional Offices in Barishal, Chattogram, Dhaka, Dinajpur, Khulna, Mymensingh, Rajshahi and Sylhet. CB is implementing 91 projects covering 201 focusing upazila on eight goals i.e i) Social Welfare and Service of Love for Vulnerable Communities; 2) Ecological Conservation, Climate Justice and Sustainable Food System; 3) Humanitarian Response and Disaster Management; 4) Education, Skill Development and Employment Creation; 5) Health Care, Nutrition and Education; 6) Development of Indigenous Peoples; 7) Integral Human Development; and 8) Institutional Development and Sustainability.

Job Summary:

The **Field Officer (Health)** will be responsible to facilitate training /meeting/seminar/workshop at central/regional/diocese of working areas; Supervise and monitor at regional and upazila level staff and RCHDP project activities; monitoring at least 10-12 days in a month in the field; Prepare Donor's and other reports; Update training materials and training module; Organize and attend different national and international Health day's observation; Counseling Adolescent, women and their family members and Advocate networking and advocacy is based on SRHR issues.

Roles and Key Responsibilities:

- Assist to Senior Program Officer (Health) (SPO -H) to prepare of different type of health projects report after completing the RCHD project and other health and Nutrition projects of Nutrition and Health Education (NHE) Sector.
- Assist to SPO (H) to review and follow up of the implementing the RCHDP under the NHE Sector and other NHE projects.

- Follow the sectoral organogram for systematic and smooth implementation of assigned responsibilities.
- Assist to SPO (H) to review and follow up of the progress of the RCHDP and other NHE projects.
- Conduct/ facilitate training /meeting/seminar/workshop at central/regional/diocese of working areas.
- Supervise and monitor at regional and upazila level staff and RCHDP project activities.
- Travel to RCHDP project working areas for field visit and monitoring at least 10-12 days in a month.
- Prepare field visit reports, disseminate and share the field findings with the respective project staff members/Regional Office through SRO (H)/Director (Programs) to take appropriate measures for further improvement.
- Prepare quarterly, half yearly and annual Donor's report as per Donor's reporting format and requirement. Assist to SPO (H) to prepare report/case study for government bodies, governing bodies of Caritas and Caritas Annual Report.
- Responsible for documentation of Project learning and good practices following policy/guidelines.
- Responsible for collection and preservation of all types of reports, documents (project proposal, project agreement, etc.), important files and papers of assigned projects for future reference.
- Participate in different missions, meetings, seminars, workshops, campaigns, trainings, rallies and exposure visit especially on assigned projects issues in home and abroad when assigned by the Management.
- Assist SPO (H) to maintain contact, liaison, network and coordination with key relevant stakeholders (e.g. community people of project areas/forum/organizations, beneficiaries, community leaders, local and national government officials, and other NGOs) with the objective of ensuring good cooperation and partnerships.
- Assist SPO (H) in preparing regular correspondence for donors, government, regional, trust, and project offices of Caritas as per need and instructed by SPO (H).
- Accompany donor, donor's representative, and Govt./NGO representative for project visit of Caritas, when necessary, under the guidance of SPO (H).
- Prepare monthly and quarterly and Annual Report of the assigned projects.
- Prepare monthly plan and report on the assigned projects.
- Maintain regular record keeping and update.
- Update training materials and training module.
- Organize and attend different national and international day's observation.
- Work with Adolescent, women and their family members - counseling them with keeping strict confidentiality.
- Advocate networking and advocacy is based on SRHR issues.
- Maintain good team spirit among all other team members for creating a dynamic team and also maintain professional line functions relationship with other staff members in the organizations.

Educational Qualification:

- B.S.S/B.Sc. preferably with Honors in Science related subject from any reputed University.

Required Work Experience, Knowledge, Skills and Abilities:

- Minimum two year working experience in similar position in any reputed organization.

- Experience in reporting on health and nutrition projects to the funding agency will be given preference.
- Knowledge on ICT particularly on MS Excel, MS Word (both English & Bangla), Power point presentation etc. is essential.
- Should be fluent in communication both in writing and speaking in English.
- Self-reliance and an ability to work in challenging and demanding environments.
- Should be able to handle multiple tasks and manage priorities.
- Ability to travel extensively to working locations and willing to stay at field.
- Should be self-driven and positive to work in a team.
- Should have 'can do' attitude and able to handle multiple tasks managing priorities.
- Committed to work following organizational aims, values, principal and policies.
- Excellent interpersonal, organizational and communication skills.
- Critical thinking and creative problem-solving skills with ability to make sound judgment and offer innovative solutions.
- Strong representation abilities and facilitation skills.
- Proactive, creative, results-oriented, and service-oriented.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- **Only married female candidates are encouraged to apply.**

Required Languages:

Strong written and oral command in English/Bangla is required.

Travel:

Must be willing and able to travel up to the field offices as per need of the project activities. Travel in these areas can be physically demanding.

The selected candidate will be appointed on a temporary basis which may be extended for future periods subject to the satisfactory performance and requirements of the Organization. If you feel you are the right person for the above position, you are invited to apply either online at: <https://caritasbd.org/career/job-career/> and/or email at caritasrecruitment2023@gmail.com Please visit <https://www.youtube.com/watch?v=vTG0nUNRSY> to get tutorial about registering CV in our Job Bank. Contact for technical support if needed: 01755518698

Closing date is 09/10/2024.

The candidates who are presently working in Caritas Bangladesh having required qualifications may apply for the above post through proper channels i.e. with the approval of the Project/Regional/Central Director.

Only short-listed candidates will be contacted for written test and personal interview. Incomplete & disqualified applications will not be considered, and the organization reserves the right to reject any application or to cancel or postpone the recruitment process at any time.

ANY KIND OF PERSONAL CONTACT AND/OR PERSUASION ATTEMPT WILL AUTOMATICALLY DISQUALIFY THE CANDIDATE.

Caritas Bangladesh (CB) is committed to recognizing the personal dignity and rights of all people we work with, especially vulnerable groups regardless of gender, race, religion, culture and disability and conduct its programs and operations in a manner that is safe for the children, young people and vulnerable adults it serves. Caritas Bangladesh has zero tolerance towards incidents of violence or

abuse against children or adults, including sexual exploitation or abuse, committed either by employees or other affiliates with our work. **To this aim, we follow recruitment practices according to our safeguarding policies.**

Caritas is an inclusive and equal opportunities employer.