

**Government of the people Republic of Bangladesh**  
**Directorate General of Health Service (DGHS)**  
**National AIDS/STD Control (NASC)**  
**Mohakhali, Dhaka-1212**

AIDS/STD Programme (ASP), DGHS is implementing HIV/AIDS and STI programme to achieve the global target ending AIDS by 2030. Major mandate of the ASP as the nodal body for the national response is to lead and coordinate the response engaging relevant government departments and ministries, UN agencies, INGOs, Global Fund PRs/ SRs and civil society, community networks and also performs the stewardship role and implementing the program under the guidance of DGHS in Bangladesh. NFR (NFM3) Continuation Project is one of the parts of initiative with the financial assistance of the Global Fund.

### **Career Opportunity**

AIDS/STD Programme, DGHS invites applications from the suitable candidates for NFR Continuation Project to fill up the following positions temporarily for 5 months (August, 2021- December, 2021) for Dhaka.

#### **1. Position : M & E Expert (Post-1)**

##### **Summary of key Responsibility:**

The Position holder reportable to DPM (M&E) through Sr. Manager (Management and Coordination). He/S will be responsible to develop Monitoring and Evaluation framework of HIV & AIDS Prevention Programme for Key Populations (KPs) at implementation sites in selected hospitals and treatment centres. He/S also will be responsible to ensure that results from programme work are captured, presented and analyzed in line with planned Programme and ensure quality of data. He/S will collaborate with all implementation sites in HTS, ART, DIC and other relevant activities, and other PRs, SRs in the Programme implementation to ensure that the conditions for effective monitoring and evaluation are met at all stages of the programme cycles. Also develop the necessary data collection and training tools, mechanisms, capacities and conditions are in place to deliver quality information of the Programme. Maintain close cooperation with INGO/ UN bodies for ensuring all global reporting in time and guide different organization involved in the survey/ surveillance/modelling of HIV epidemic/Investment Case/M&E Assessment/etc for HIV programme.

##### **Duties and responsibilities:**

1. Assist to revise national M & E plan through onboarding consultant, organizing consultation session / MESSA workshop in collaboration with M&E technical working group
2. Lead to develop of M&E systems, tools and procedures and in the implementation of quality data collection from the 5 district hospitals based KPs intervention
3. Review the existing data collection procedure of the ART programme and revised accordingly (if needed), align with the targets in the Performance Framework (PF)
4. Responsible for preparation and review of different national and international/ UN report, study, research, surveillance, modeling of HIV, Investment Case, etc and assist to the Data Manager to update the PLHIV Data base, DHIS2 reporting platform

5. Lead to conduct mapping exercise in the 5 selected district based KP intervention in developing data collection tools, techniques, ensure data collection and prepare report, collaboration with other NGO PRs for initiating unique identity number for each of the KPs
6. Support the process of needs assessments, baseline studies, mid-term reviews, final evaluations, mapping exercise of the FDMN, Prison intervention and other research related to programs and ensure dissemination of results with all relevant stakeholders.
7. Preparation of the six monthly basis progress report sharing though develop and printing of the report, ensure that report disseminated to district, UHC and relevant stakeholders level.
8. Led the M&E and SI thematic group of ASP, develop and innovate M&E practice and methodologies and arrange regular meeting of the TWG (M & E and SI), preparation of presentation for the different workshop/ meeting for the management
9. Regular field visit to support field activities for further improvement of the programme implementation
10. Undertake any other task as assigned by the Line Director, Sr. Manager or designated authority

**Qualification & Experience:**

**Education:** MBBS with higher degree in public health, and advanced training in epidemiology or statistics or research/surveillance methodology is preferable.

**Experience:**

- Minimum 5 years relevant working experience in the development field with Government/ Non-government sector of which 3 years in the M & E, research, evaluation programme in health / public health field
- Experience in working with HIV programme and Global Fund system is preferable
- Having basic training on computer operation and managing software based data management system like STATA, SPSS, etc

**Salary:** Tk 1,30,000/= (consolidated) per month

**Age:** The maximum age limit is 55 years.

**Service rule:** Service will be treated as fixed term/ contractual as per government policy

## **02.Officer, PSM (Post-01)**

### **Summary of Key Responsibility:**

The Position Holder reportable to DPM (Treatment/ Logistics) through Manager (PSM)/ TA will be responsible to coordinate the logistics management of the ASP supported commodities. The position is also responsible for developing and maintaining and compiling the LMIS information from the different level. Prepare the commodities plan for the programme and initiate ordering procedure to WAMBO or any other agency, ensure timely supply of the commodities in each distribution site. Prepare regular report (stock, requirement etc) of the commodities and share with the authority. The position is based in ASP at Dhaka. The detail tasks are as follows:

### **Duties and responsibilities:**

1. prepare procurement plan for the service logistics for OP and GF grant, based on the consumption report
2. Determine and initiate the procurement process following approved plan in coordination with Manager (procurement)/ TA
3. develop tools/ technique for data collection related to the commodities (health and non health product) both in hard copy and soft, collect detailed information of the logistics data from each of the distribution sites in coordination with programme and monitoring team
4. Prepare requisition for WAMBO following approved budget and submit in time for ensuring supply to all site timely
5. Support management with effective procurement in line with ensuring quality and cost savings
6. Lead the specification committee of different commodities of HIV programme and coordinate with other NGO PRs to determine the requirement
7. Maintain records of the commodities both for CMSD and WAMBO, provide assistance to maintain stock record of the sub store manage by Infectious disease hospital, Mohakhali
8. Prepare delivery challan based on the requirement and ensure carrying the commodities in distribution point
9. Conduct physical verification of the commodities and prepare report annually / six monthly
10. Undertake any other task as assigned by the Line Director or designated authority of ASP in conjunction with the relevant supervisor

### **Qualification and Experience:**

**Education:** Bachelor degree in any subject preferably in Statistics/ Pharmacy. Diploma/ certificate course in PSM is preferable.

### **Experience:**

- Minimum 4 years working experience in the MIS and Supply chain management system including Procurement Planning and Strategic sourcing process and tools
- At least 2 years' experience in supply chain management of drugs, testing kits or other prevention commodities of HIV programme
- Proven capacity of vendor management
- Proven capacity of inventory and asset management
- Practical knowledge of using MS Access, FoxPro, Excel, SPSS are required.

### **Additional Requirement (optional)**

- Experience in working with Government procurement system.
- Proven knowledge on supply chain system of government health system

**Salary:** Tk 60,640/= (consolidated) per month

**Age:** The maximum age limit is 55 years.

**Service rule:** Service will be treated as fixed term/ contractual as per government policy

**How to apply:**

Interested candidates who fulfill the requirements should submit **applications** using the email address: [recruitment.042021@gmail.com](mailto:recruitment.042021@gmail.com) by **July 20 July 2021**. Please apply using a cover letter (justify your candidature) and up-to-date CV (Not more than 3 pages) as a single document. Please mention the name of the position in the subject line of email. Only short-listed candidates will be called for interview.