

Post: Project Manager (Total Post: 1)

Qualification & Experience:

- MBBS /Masters in Social Science (MPH preferable) from any recognized University. Minimum 3 Years of experience in relevant field or area of health management program. Previous experience in working with NGOs/ Government/Development partners will be an added advantage.
- Ability to work independently. Strong administrative, organizational and supervision skills.
- Good oral and written communication skill both in Bangla and English.
- Excellent computer skill.

Brief on Job Responsibilities:

- Assist/contribute in designing, planning, implementing, monitoring and evaluating the project activities with agreed work plan and budget.
- Monitor project activities and supervise the work of the supervisor staff directly through regular field visit and providing technical assistance.
- Organize and facilitate monthly staff meeting to review progress and develop actions for further improvements and reach the contract condition.
- Overall coordination of activities for TB program in the relevant geographic area.
- Supervise and provide technical support for proper recording of patients and updating of TB register to ensure improved case detection and treatment success.
- Supervise and provide technical support to ensure anti TB treatment according NTP guidelines including Directly Observed Treatment.
- Attend the project related meetings to get informed on project activities, strategies, policies and goals and seed inputs and directions.

Job Location: BKMEA Health Care Center, BSCIC, Narayanganj

Duration of Contract: 3 Years

Gross Salary: Negotiable

Age: Not exceeding 45 Years

Application Instruction: Potential candidates satisfying the job requirements are invited to apply with complete CV, 2 copies recent passport size photograph, addressed to **Chief Executive Officer**, BKMEA, Planners Tower (4th Floor), 13/A, Sonargaon Road, Banglamotor, Dhaka-1000.

Application Deadline: 08-10-2017

Short listed candidates shall have to pass through our selection process which will be communicated in due time.