

Deputy Project Manager (Medical Doctor)

LAMB

Vacancy

1

Job Context

- **LAMB** is a well-run major mission Hospital, Community Health Development, Training and Research organization. Services cover more than 6.3 million people in North West Bangladesh.
- There is a vacancy for the following contractual position for the Elimination of Genital Fistula by Capturing, Treating, Rehabilitating and Reintegrating in Bangladesh (FRRei) Project funded by UNFPA as follows;
- Job Summary: Responsible for the achievement of project goal defined by the **LAMB**- Elimination of Genital Fistula by Capturing, Treating, Rehabilitating and Reintegrating in Bangladesh Project through the provision of an efficient, effective and high-quality service delivery and maintain a functional relationship with GOB officials, Donor and other project personnel in **LAMB**-Community Health Development Program areas to ensure sustainable and qualitative service. Contribute to the achievement of the overall goals of the CH&DP. Monitor the progress and facilitate attaining the program objectives. Assist staffs for planning, implementation, monitoring and effective implementation of project interventions. Responsible for providing supportive supervision to staffs and networking with GO/NGOs and donors. Creating child-safe environment in offices, for ensuring the education of staff regarding child and vulnerable adult protection policies, and for ensuring staff's awareness of their obligation to report any allegation, concern, suspicion or disclosure of abuse or neglect to the proper authorities as per policy.

Job Responsibilities

- To lead team with professional behaviour and integrity, and to promote unity and peace among all staffs under the project
- Ensure good knowledge on fistula among the field level staff of government health and family planning department
- Explore fistula patients by the government field staffs through FWC, UHC, district hospitals

- Ensure identification and refer of fistula patients to appropriate facilities
- Rehabilitate the vulnerable fistula patients with necessary income generating activities
- Assist to ensure the monthly refreshers meeting for the staff coordination meeting on a regular basis
- Take necessary steps for periodic project report to **LAMB** management.
- Provide supportive supervision for outreach/peripheral others project's activities as per need
- Attend meetings and disseminate program activities/feedbacks
- Assist to enhance knowledge and skill of staffs on documentation, record keeping, program presentation, facilitation through follow up, coaching and mentoring
- Collate information needed for donor reporting and send reports to concerned management with the consultation of CHDP Director
- Lead to develop monitoring tools and schedule, and ensure that program monitoring and evaluation are conducted periodically
- Undertake field visits to monitor project activities as well as conduct periodic program reviews with donors. Undertake action on operational procedures affecting project implementation and management
- Ensure compliance of organization and donor
- Make an arrangement for the evaluation of the project and the documentation of lessons learned, in consultation with Donor & **LAMB** management
- Ensure that impact of the program and lesson learned are documented properly
- Take initiative to generate funds as per community needs and maintains documentation of proposals, agreements, log frame, budget, reports
- Negotiate a viable annual budget with the donor, and manage & control expenditure as per agreed budget.
- Ensure that no agreements or plans are made in short or long-term without central **LAMB** management agreement
- Ensure good communication between **LAMB** and Donor at central and local level
- Establish professional relationship with UH&FPO, UFPO, DD-FP, CS, Director-Health, Director-FP on behalf of **LAMB**
- Establish very good linkage with local administration, district hospitals, Upazila health complex, UFWC etc.
- Assist FWC to explore fistula patients
- Ensure in collaboration with all **LAMB** Project Officers that effective communication occurs between departments and that the components have the necessary resources to fulfil the objectives of the various programs
- Analyse decision-making that is specific to project and community and provide this information for dissemination.

- Prepare, review and monitor project budget as per requirement of the project and donor
- Approve invoice of the program within the level of authority
- Review project financial report
- Ensure prayer at beginning of daily work, before the meeting, workshop, seminar & training
- Ensure availability of religious books and references at all offices, sub-offices/centres
- Ensure spiritual concepts & holistic approach to communication, service delivery, administration and resolution of conflicts
- Ensure religious and organizational values among staffs following organizational policies including safeguarding policy (child protection, adult vulnerable policy)
- Promote **LAMB** values
- Ensure that all community staff understand **LAMB** Mission, vision, and values
- Be an example in implementing the project activities to the organizational mission, vision, and values.

Employment Status

Contractual

Educational Requirements

- M.B.B.S pass and registered with BMDC.
- MPH will be given preferred.

Experience Requirements

- At least 3 year(s)

Additional Requirements

- Age at most 40 years
- Only females are allowed to apply
- Minimum 3 years' experience on Fistula prevention, rehabilitation programs is essential.
- Familiar with working with FWC, UHC, District hospitals, non-government hospitals, and medical colleges facilities with fistula treatment.
- Training on SRH, Fistula prevention, Rehabilitation and Disaster related will be preferred.

Job Location

Dinajpur (Parbatipur)

Salary

Compensation & Other Benefits

- Provident fund
- Festival Bonus: 1

Job Source

LAMB Website career opportunity: [Bangladesh Job Circulars — LAMB Bangladesh \(lambproject.org\)](http://Bangladesh Job Circulars — LAMB Bangladesh (lambproject.org))

Bdjobs.com Online Job Posting.

Qualified candidates can apply with CV, mention two referees name and a passport size photograph to the HR Department, LAMB, P.O. Parbatipur, Dinajpur-5250, Bangladesh; Please mention the position name on top of the envelop or with the subject line of email. N.B. Only short-listed applicants will be called for interview. Any attempt to influence the process of recruitment will result in disqualification. "At LAMB we are committed to zero tolerance of the abuse or exploitation of Children and Vulnerable Adults". LAMB authority holds the right to accept or reject any or all applications without giving any reasons.

***Photograph must be enclosed with the resume.**

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