

Director - LAMB Learning and Development Center

LAMB

Vacancy

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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 position based at **LAMB** Head office, Parbatipur, Dinajpur.
- Job Summary: Position **LAMB** programmatically and operationally to provide high quality, relevant education, skills and values-based training to all departments and programs within **LAMB** according to educational evidenced based practices, facilitating in part, good results in quality assurance best practices and meeting internal and external Health Workforce Development Program requirements. These requirements include the provision of quality health workers (or related fields) who are effective in delivering quality health related services and to help reduce the projected shortfall in Bangladesh of health workers well into the future. Responsible for the implementation of the Health Workforce Development program and management operations of the **LAMB** Learning & Development Center (LLDC), including its provision of efficient, effective, high-quality education & training to serve the needs of a variety of trainees and the oversight and organization of the Nursing & Midwifery Institute or other possible vocational or professional training to deliver high quality **LAMB** nursing and midwifery training course(s). The LLDC Director ensures that the Health Workforce program design is integrated in and through all relevant departments of **LAMB** and that its operations not only makes ends meet financially but maximizes income strategies for the benefit of deficit departments without compromising access for the poor to health workforce development opportunities.

Job Responsibilities

- Strategic Leadership Tasks of the Health Workforce Development Program (LLDP)
- 1. Responsible to ensure the provision of efficient, effective, high quality health workforce education and skills-based training through in-person and online resources to serve the needs of;
 - a. mid-level training, community level training (government approved community health related training), other Health related training programs and the **LAMB** Nursing & Midwifery Institute;

- b. all **LAMB** Departments e.g.: School, Hospital, CH&DP, MIS/R & Support Services;
- c. all external customers of the Health Workforce training services, wherever delivered and for ensuring that the paid use of available capacity of the training facilities is maximized;
- d. senior leadership and the spiritual focus of **LAMB**.
- e. **LAMB**'s staff in-service and informal education and training as needed;
- f. achieving the Ends set by the **LAMB** Board (Board)
- 2. Contributes to developing evidence of fulfilling the MVV and Board-stated ends as it relates to Health Workforce Development and other Ends of **LAMB**.
- 3. Provide strategic workforce development related support to other program and department leaders across **LAMB**, being a champion of Health Workforce Development of **LAMB** though all departments
- 4. Play a leading role along with HR, MISR and IT in bringing together an interdepartmental team of educators and subject matter experts to design and deliver a variety of voluntary and mandatory educational trainings that are skills based, values based and high quality.
- 5. Make online, in-service learning offerings available to staff that are easily available in their respective timeframes
- 6. Make online courses available to outsiders that can be purchased, including university approved courses we teach.
- 7. Provide continuing educational opportunities in the area health workforce development and related fields.
- 8. Support the design, development and implementation of new health work development programs and organizational learning through periodical practical assessments of lessons learned.
- 9. Manage ad hoc requests for management or leadership development training plans, team building events and customized programs.
- 10. Establish practices for **LAMB** to become a learning organization in coordination with all departments and programs
- 11. Work to continually grow a thriving data-driven, knowledge & skills based, learning & value-based culture
- Operations of the **LAMB** Learning and Development Center (LLDC)
- 1. Lead and oversee the management of the **LAMB** Learning and Development Center to deliver the Job Summary objectives and Core Tasks with professional behavior and integrity. And do this so as to contribute to the goals of the **LAMB** LLDC performance management plan:

- 2. Improve efficiency and effectiveness of the management of the clinical, admin, finance, training and external relationship; Increase the LLDC's capacity to plan for opportunities and changes.
- 3. Monitor progress with the LLDC's action plans, risk registers, financial budgets (thoroughly understanding and using online financial management reporting system), income generating activities, policy implementation and take action needed to bring progress into line with agreed benchmarks and schedules.
- 4. Lead and organize the LLD Performance Management team members in their area of responsibility. Aim to make timely and inclusive decisions through PMT meetings according to and within delegated authority. To liaise with relevant Department staff, and Directors of other departments which are involved.
- 5. Make decisions within approved budgets, policies and management plans.
- 6. Support and supervise the relevant managers and other key staff in the LLDC, deliver LLDC objectives and tasks, and to foster a culture of leadership among them.
- 7. Identify and encourage new talent and potential within areas of influence.
- 8. Collaborate with other Directors, including through existing Departmental meetings, and other management & policy/strategy meetings.
- 9. Assist in achieving the smooth running of **LAMB** and its programs; to keep relevant **LAMB** management staff informed about LLD PMT discussions & decisions, provide ideas related to **LAMB** services and ideas for developing **LAMB** further; and to share and receive "best practice" with and from other departments;
- 10. Contribute to **LAMB**'s strategic planning and future plans;
- 11. Identify needs for changes to the Department's services and make proposals to the Operations Director, Executive Director and management and policy/strategy committees.
- 12. Ensure that financial, operational (including risks and internal controls) and Ends level reports for the Department's activities are delivered in accordance with the reporting timetable.
- Contributing to **LAMB** Ends
 - 1. Develop pathways linking departmental activities/services to goal/end impact and identify areas where new or revised programs could better achieve goal/end impact.
 - 2. Develop new and use existing tools to assess goal/end-related impact.
 - 3. Participate in end workgroups and departmental committees.
 - 4. Oversee budget preparation and forecasting for the LLDC, including income and resource usage by ends.
 - 5. Participate in planning a process ensuring staff (and users of services) are familiar with and given tools to understand, implement, and work according to organizational mission, vision, values, and policies.

- Championing Continuous Quality Improvement
- 1. Work with PMT to ensure services are monitored regularly with quality and cost-effectiveness reported regularly; analyze QA reports and assist the LLD PMT to develop remedial action.
- 2. Develop tools to ensure implementation, and document regular assessment of service provision quality and need for ongoing supervision.
- 3. Follow a Continuous Quality Improvement cycle in assessing desired change, identifying indicators of change, overseeing documentation of evidence, analyzing evidence
- 4. This will include analyzing information and learning coming back from departmental QA initiatives, PMTs, to include into the design of professional/skills trainings.
- 5. With PMT, prepare a plan for staff development and ensure implementation
- 6. Assist **LAMB** management in identifying future leaders, working from PMT findings to develop coaching and mentoring opportunities
- Championing Organizational Learning
- 1. Lead the development of a knowledge, skills & value-based framework for organizational learning & collaborate with other directors and program leads to implement.
- 2. Compare and contrast departmental development needs to assist prioritization for overall **LAMB** organizational development planning in coordination with departments & HR.
- 3. Assess **LAMB**'s highly multicultural environment to leverage mutual equipping among foreign and national staff.
- 4. Communicate ongoing training needs (including need for training new workers and refresher trainings for existing workers).
- 5. Facilitate planning based on current international/national health and development policy issues which affect **LAMB** or to which **LAMB** could contribute research & lessons learned.
- 6. Collect and review information related to operational, strategic, and spiritual development needs, including interdepartmental coordination, assisting in planning pre-service, in-service, and targeted training.
- 7. Communicate with other organizations and government staff about services provided by the LLD Center in terms of quality and impact.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- A master's degree in relevant field (Human Resources, Education, or similar field)

Experience Requirements

- At least 5 year(s)

Additional Requirements

- Age at most 50 years
- Both males and females are allowed to apply
- minimum 5 years' experience in delivering high quality, skills-based education and training, excellent project management, planning and analytical skills; ability to influence through data-driven recommendations, effective listening skills and the ability to work with employees at all levels and across different functions.

Job Location

Dinajpur (Parbatipur)

Salary

- Commensurate with experience and qualifications

Compensation & Other Benefits

- Provident fund

Job Source

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

Bdjobs.com Online Job Posting.

Read Before Apply

Qualified Candidates are requested to apply with a cover letter along with updated CV (mentioning two references name), authorizing letter from husband / parents and recent 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 shortlisted candidates will be notified. Any kind of persuasion will be considered as disqualified. Women are highly encouraged to apply. "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.

[Apply online](#)

[Email your CV](#)