

## **Deputy Manager (Health)**

### **Overview**

Established in 2008, Center for Zakat management (CZM) has been operating Ferdousi – Woman & Children welfare Center that has been rendering health care services to the poor and ultra-poor women and children in Bangladesh. Insaniat, another adjunct programme, that renders emergency helps to distressed people demands emergency medical support financed and supported by CZM. In the process of scaling up the primary health services operations in Ferdousi and in Insaniat, an excellent opportunity has been created for the position of Deputy Manager (Health) in the Head Office of Centre for Zakat Management.

CZM is looking for a female health specialist in the rank of Deputy Manager to cover up the supervision, monitoring, coordination and provision of technical help in matters related to primary health care including Community Nutrition, Health Promotion & Health Education, Reproductive & Child Health, Occupational Health & Safety, and environmental Health & Safety. Under these broad sub-disciplines currently covered in most of the colleges and universities that are giving the relevant degrees, an ideal candidate will be very enthusiastic to work for poor segment of Bangladesh and will have earned at least a Bachelor's degree in Public Health.

The incumbent for this position will be based at Dhaka, but will require to undertake extensive tours to all areas of Bangladesh. Ferdousi health centres operate from Saturday to Friday. Each centre has a Health Assistant who is responsible to provide primary health care services to approximately 500 households. Some projects have over 1000 households. On an average the population per household is 4. The primary responsibility of Deputy Manager (Health) is to provide guidance and supervise the Health Assistant in smooth functioning of these health projects.

### **Job Roles**

- a. Providing guidance, leadership, knowledge-help, technical help, and functional help to Health Assistants located in project areas in planning, implementing and evaluating Ferdousi's WCWC beneficiaries
- b. Plan, implement and evaluate quality improvement of projects that promote preventive care
- c. Monitor services delivered by project staff members and the CZM partners (if any) to ensure beneficiary access to appropriate services
- d. Develop and recommend programmes to address any deficiencies identified in the primary health care services
- e. Conduct periodic oversight audits of delegated tasks to the project health staff members, and advise/report to CZM Head Office.
- f. As a representative of the CZM Head Office she will ensure that the Health Assistants are fully equipped with whatever they need to ensure culturally and linguistically competent care and health services to the beneficiaries without any loophole.
- g. She will be required to plan for the smooth administration of health services to all the beneficiaries in the project area.

- h. As a staff member in the Head Office overseeing the projects located at different parts of the country, she will be responsible to develop appropriate mechanism to exercise control over the project area.
- i. One of the responsibilities of the Deputy Manager (Health) would be internal capacity building by identifying training needs, developing training modules and conducting training for the Health Assistants in the project areas.
- j. The holder of this post will ensure that the health care services are given to the beneficiaries in alignment with government policies.
- k. Also she will ensure that the health care services meet the objectives of the sustainable development goals (SDGS) specified by the United Nations.
- l. Ensure timely availability of medical and other surgical instruments as and when necessary in the project area.
- m. Advise and facilitate the appropriate use of medical instruments that are available in the project area.
- n. Be able to liaise and coordinate with all agencies/organizations who have similar vision and mission in the public, social and not-for-profit sectors.
- o. The candidate might have to cover the Insaniat Programme with her technical, functional and administrative skills as and when necessary.
- p. The candidate should be able to advise senior managers in CZM on matters related to primary health care services.
- q. Produce low-literacy educational materials about health topics for the beneficiaries
- r. Excellent MS Office skills (Outlook, Word, Excel, and PowerPoint) will be require.

### **Education and Experience**

To hold the position of a Deputy Manager an applicant must prove that she had a successful graduate entry after relevant Bachelor's degree (i.e., BPH) at least four years ago.

Successful candidate is required to demonstrate meaningful relevant experience covering primary health care services during those four years or more.

### **Work environment**

- a. Involves work of a general office nature; most people in the Head Office are males.
- b. Office hours require extended periods of sitting and/or operation of a computer for up to 7 hours a day (excluding breaks).
- c. Regularly required to talk, hear, and use hands and fingers to write and type
- d. Ability to speak clearly so others can understand you
- e. Ability to communicate information and ideas in writing and orally so others will understand
- f. Regularly required to utilize vision abilities, allowing reading of printed material, graphics, and computer displays

**Salary:** Minimum gross salary BDT 27,600.00. Deserving candidate may negotiate.

**Probation:** There will be a 6-month probation period before the employment contract is made permanent.

**Other benefits:**

Employees are entitled to two yearly festival allowances at 100% of the basic salary. Actual telephone bills are covered up, and there is a group insurance for managerial positions for which the CZM pays the premium. CZM has a performance based annual increment of the salaries. Leave entitlement includes 20 days' earned leave, 10 days' casual leave and 14 days' sick leave.

**Recruitment Process:**

- a. The potential incumbent is required to submit a CV along with a covering letter explaining how she fits into the role specification. The applicant should address the CEO in the application which should be sent to the following address:

HR Department  
Centre for Zakat Management (CZM)  
205/1A Hashim Tower (6<sup>th</sup> Floor)  
Gulshan-Tejgaon Link Road  
Dhaka 1208

- b. Application pack can also be sent via email, to: [shafiqul.islam@czm-bd.org](mailto:shafiqul.islam@czm-bd.org).
- c. The cut-off time for accepting the application is 1700 hours, Monday 21 July 2017.
- d. A telephone interview may be conducted with selected applicants between 11 am and 12:30 pm on 23, 24, and 25 July 2017.
- e. Those who will qualify in the telephone interview will appear for a written test and/or final interviews.
- f. Attempt to influence the recruitment team by external intervention will be regarded as a dis-qualifying point

