

Vacancy Announcement

Position: Deputy Coordinator, Caregiver

The BRAC James P Grant School of Public Health (JPGSPH) at BRAC University was established in 2004 as an educational and research institution focusing on the integral areas of teaching, research, and services. The goal of the school is not only to impart knowledge but also to act as a center of excellence in knowledge creation through research and training that connects with practice. Deputy Coordinator position for the Caregiver Programme at BRAC James P Grant School of Public Health, BRAC University offers exciting opportunities to develop interactive teaching skills in Caregiver courses.. This position will require you to Support growth and program development, and to take suitable strategies for the program

Key responsibilities:

The main responsibilities are as follows:

- Lead to establish Caregiver under BRAC James P Grant School of Public Health, BRAC University
- Arrange international curriculum for specialized caregiver courses
- Lead the resource mobilization / fundraising activities (Specially, access to the ADB funding)
- Collaboration with other university / institutes of abroad for sending caregivers
- Linking with national and international caregiver service providing agencies for deploying the trained caregivers
- Maintain consistent communication with external vendors and organizers
- Maintain Consistent communications with NSDA
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Schedule program work, oversee daily operations, coordinate the activities of the program and set priorities for managing the program
- To develop, promote and adhere to best practice and to agreed systems and procedures across all areas of work
- Be represented in all communication initiatives will be essential. Others duties as required by the management
- Conduct regular analyzes of processes and procedures, making adjustments when necessary
- Write internal communications documents, including handouts and emails, to inform team members of important notices
- Write reports for GOB and Donor
- Ensure student enrolment for different Caregiver courses.

Educational Qualification:

- A Master's degree in any discipline from a recognized university.

Other requirements:

- Completion of Caregiver Training Certificate Course CBT&A, NSC Level – IV
- Training or teaching experience is desirable
- Must have a good command of writing and speaking English as well.

Workstation: Based in Dhaka.

Salary: As per JPGSPH policy

Contract Types and Duration:

The agreement is based on a contractual service arrangement but there is a potential for extension based on the availability of funds and performance.

How to apply: Interested candidates are advised to send an application with a complete CV to: **recruitment.sph@bracu.ac.bd** by March 3, 2024. Please mention in the subject line of your email: Deputy Coordinator.

Only shortlisted candidates shall be invited for the interview. All tests & interviews will be held in Dhaka.
We are an equal opportunity employer and encourage applications from qualified women and minority candidates.

The Organization reserves the right to make an appointment at a grade lower than advertised.

BRAC JPGSPH regrets to inform you that it is not liable to reply to all the submitted applications.