Position Information

| POST TITLE: | Field District Officer – Reproductive Health (RH) |
| POST TYPE: | Service Contract (SB 4 Level) |
| NO. OF POSITIONS: | 3 |
| DUTY STATION: | Barisal (to cover Barguna and Patuakhali districts), Jamalpur (to cover Jamalpur and Sirajganj districts), and Rangamati. |
| ORGANIZATIONAL UNIT: | Programme/RH |
| REPORTS TO: | Field Supervisor - RH |

Organizational Context:

In order to provide more efficient and effective programme assistance around a UNFPA-mandated development priority, the UNFPA Bangladesh Country Office, under its 8th Country Programme (CP) (2012-2016), has developed concrete ‘products’ to better deliver on a set of development results. In the area of reproductive health (RH), two major ‘products’ were developed on Family Planning (FP) and Maternal Health (MH). The ‘product’ on FP aims to revitalize the national family planning programme in Bangladesh, with a special focus on reducing unmet needs in underperforming areas of Bangladesh, reducing dropouts, reducing adolescent fertility, and increasing post-partum family planning, while the ‘product’ on MH aims to support the country in reaching MDG-5 by: (i) ensuring skilled care for delivery with emphasis on ‘midwifery’ and 24/7 EmONC, and (ii) mitigating disease burdens among women with special attention to fistula, cervical and breast cancer. Given the presence of significant geographical disparity in development outcomes, including RH outcomes and service utilization, addressing equity through targeted interventions for the geographically excluded population is the central theme underpinning the 8th CP. Above all, Local Level Planning (LLP), a process that promotes local health and family planning team’s empowerment for decentralized planning, financing, implementation and monitoring along with community participation and civil society involvement in the priority districts, will be the core implementing strategy to be supported by RH Field Officers.

Under the direct supervision of the Field Supervisor and overall guidance of the Chief - RH, the RH Field Officer is responsible for providing technical inputs/assistance in planning, implementation, monitoring, and reporting of maternal and neonatal health and family planning interventions in district(s) under the assigned Field Office. S/he will also coordinate between UNFPA, UNICEF, and WHO along with the MOHFW (DGFP/DGHS) units in district and sub-district level to plan and organize project activities for Joint Programme on Maternal and Neonatal Health (MNHI). Moreover, the incumbent will serve as the head of respective field office ensuring team work among field-based personnel, while s/he will also operate as an integral part of the UNFPA RH team.

Duties & Responsibilities:

Summary of key functions:
- Coordination, technical inputs/assistance for field-level RH interventions Others Monitoring, Evaluation, and Reporting.
- Field office management and representation:
- Supervision and performance management
- Others.
1. **Coordination, technical inputs/assistance for field-level RH interventions:**
   - For the assigned districts, ensures the availability of accurate, complete and up-to-date information required for effective maternal and neonatal health/family planning programme design, implementation, management, monitoring and evaluation.
   - Coordinates with MoHFW units (DGHS/DGFP) as well as other stakeholders, including NGO partners in district(s) under the assigned Field Office, for facilitating local level planning (LLP) process, implementation and monitoring of the field-level RH interventions as per district plans and Annual Work Plans (AWPs) in accordance with UNFPA rules and regulations. Collaborates with WHO and UNICEF as relevant. This will include ensuring proper utilization of the funds in implementing the programme.
   - Identifies technical assistance and capacity development needs of respective district counterparts (GoB officials and NGO partners) in improving maternal and neonatal health and family planning service delivery/utilization. Provides and/or coordinates technical assistance and capacity building support accordingly.
   - Maintains close liaison with Civil Surgeon and DDFP, the MNH Committee Members, district and Upazila level health and family planning personnel, and NGO partners in district(s) under the assigned Field Office.

2. **Monitoring, Evaluation, and Reporting:**
   - Undertakes regular field visits to monitor and evaluate RH programmes and local conditions, participates in periodic programme reviews with government counterparts and other partners. Analyzes programme status, and recommend appropriate adjustments. Prepare routine reports on results of visits and the programme progress.
   - In collaboration with finance and admin officer based in the field office, monitors UNFPA supply, financial, technical and other assistance to RH programme. Ensures timely reporting on accounting utilization of UNFPA’s assistance by district counterparts.
   - Collects and critically analyzes RH-related data through district (H)MIS and NGOs/community workers, monitor trend for programme implications, and prepares monthly and quarterly reports, taking into consideration UN process indicators.
   - Identifies and documents lessons learned, evidences of success and constraints, and best practices in the districts to promote knowledge sharing within UNFPA, implementing partners, donors, and other stakeholders.

3. **Field office management and representation:**
   - In charge of the field office and represents UNFPA at the district level.
   - Engages district administration/authorities and members of the development community present in the district(s), including UN and bilateral agencies, to leverage support and resources to ensure the fulfillment of UNFPA mandate.
   - Collaborates with finance and admin officer in the field to implement internal controls system and to ensure the appropriateness of financial, administrative and supply documentation.
   - Ensures the effective communication and networking developed and maintained through partnership and collaboration at all levels.
   - Collaborates with gender officer assigned to the Field Office, if applicable, to ensure team work and promote programmatic convergence.

4. **Supervision and performance management:**
   - Supervises, mentors and coaches Field Office personnel of the UNFPA Bangladesh in order to strengthen or further develop their capacity. This includes the implementation of UNFPA performance management system.

5. **Others:**
   - Supports, coordinates, and monitors the emergency situation in the district(s) under the assigned Field Office. Contributes to preparation and updating of emergency preparedness and response plan. In time of emergency in the respective district(s), actively participates in
UNFPA humanitarian assistance, including inter-agency emergency response events.
• Supports, organizes and participates in missions of UNFPA, donors, government officials, and media to highlight the reproductive health and gender situation in the operational areas.
• Supports, coordinates, and organizes events/activities such as observation of international days in the district(s) under the assigned Field Office.
• Any other activities/responsibilities as assigned by UNFPA management.

REQUIRED COMPETENCIES:

CORE COMPETENCIES:

✔ Working in teams
✔ Communicating information and ideas/Knowledge sharing
✔ Appropriate and transparent decision-making
✔ Analytical and Strategic Thinking/Results Orientation
✔ Commitment to Excellence
✔ Performance Management

FUNCTIONAL COMPETENCIES:

✔ Business acumen
✔ Implementing management systems
✔ Innovation and marketing of new approaches
✔ Client orientation
✔ Organizational awareness
✔ Job knowledge / technical expertise

Qualifications and Experience Required:

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<th>Education</th>
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| Experience: | • 5+ years of professional experience preferably in programme/project management in public or private sector.  
• Practical experience in health programming, including programme management and design as well as TA provision.  
• Field experience is strongly desired.  
• Demonstrated experience in coordination and liaison with government counterparts and other stakeholders, including NGOs and communities.  
• Training facilitation experience is an asset. |
| Job Knowledge: | • Solid knowledge on health systems, maternal and neonatal health, family planning, sexual and reproductive health and rights, particularly in the context of Bangladesh.  
• Excellent understanding of human rights based approach and results based management.  
• Strong communication and writing skills in English and Bangla.  
• Initiative, strong conceptual and analytical abilities, sound judgment, liaison skills, negotiation skills, administrative and management skills, organizational skills, and interpersonal skills. |
<p>| Language Skills: | Fluency in oral and written English and Bangla |
| Computer Skills: | Experience in the usage of computers and office software packages (MS word, Excel, etc), experience in handling of |</p>
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