UNITED NATIONS POPULATION FUND BANGLADESH
JOB DESCRIPTION

I. POSITION INFORMATION

<table>
<thead>
<tr>
<th>Project name</th>
<th>UNFPA's Support to 4th HPNSP through DGFP</th>
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<tbody>
<tr>
<td>Post Title</td>
<td>Project Technical Officer – Health Management Information System (HMIS) / Logistic Management Information System (LMIS)</td>
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<tr>
<td>Number of Position</td>
<td>01</td>
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<tr>
<td>Type of Contract</td>
<td>Service Contract (National)</td>
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<td>Post Level/Grade</td>
<td>SB4</td>
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<td>Duty station</td>
<td>DGFP</td>
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<td>Duration of contract</td>
<td>12 months (subject to availability of fund and necessary approval of the project)</td>
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<tr>
<td>Starting date</td>
<td>15 August 2016.</td>
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<td>Source of Funding</td>
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II. ORGANIZATIONAL CONTEXT

Technical Officer – Health Management Information System (HMIS) / Logistic Management Information System (LMIS) is located in the Directorate of Family Planning (DGFP) project office and reports to Technical Officer-Family Planning & ASRH/ Chief Health and maintain functional coordination with Midwifery Specialist.

The incumbent will be focused on two related areas, the first is strengthening the DGFP and DGHS in their ability to procure and distribute quality lifesaving commodities, the second is to master the e-information systems related to procurement and distribution of essential medicine and health care delivery, and share regular critical analysis of the data reported. In addition the consultant will provide technical support as needed to those planning and implementing the e data to ensure optimal data collection and reporting.

Bangladesh has made significant strides toward reducing maternal deaths, with that said reductions in maternal mortality seems to have plateaued in recent years. Maternal deaths are particularly high for the poorest and most marginalized. Electronic systems of tracking health services, health providers, essential commodities, and health outcomes are all in place but there are gaps in quality of the data collected as well as critical analysis. One aspect of this data is reporting of essential commodities. This link will support activities related to strengthening procurement and distribution.

The Technical Officer facilitates the work of consultants, advisors, and experts and establishes and maintains collaborative relationships with counterparts in government, multi-lateral and bilateral donor agencies and civil society to address emerging issues. S/he must effectively influence counterparts from diverse backgrounds to jointly contribute to achieving UNFPA’s mandate. The Technical Officer is a substantive contributor to the programme team in the Country Office.

Internal contacts include the Representative, Deputy Representative/ Chief Health, the CO’s programme/ technical team. External contacts include other UN agencies in country, and counterparts and partners in Country programme activities, including international NGOs, experts etc.

III. FUNCTIONS/KEY RESULTS EXPECTED

- Act as the key resource person on Health Management Information System (HMIS)/ Logistic Management Information System (LMIS)
- Initial assessment of all electronic tracking systems related to the UNFPA mandate and brief report
highlighting them
- Ongoing monitoring and reporting of relevant data from the e tracking systems
- Provide technical support to e tracking systems implementers
- Provide support to DGHS and DGFP to strengthen the system of procuring and distributing quality essential medicines and commodities in coordination with other partners
- Assess and advise, in close collaboration with the RHCS team, on the supply chain management to ensure regular and uninterrupted supply of contraceptive commodities
- Support to the MOH&FW for strengthen community based health care delivery system
- Conduct regular monitoring visits to the field sites and provide on job training to the local managers on HMIS
- Actively participate in the development and updating of monitoring guidelines, standards, tools and approaches as required
- Any other activities/responsibilities as assigned by UNFPA Management.

### Impact of Results/ deliverables

- Assessed training needs on HMIS/LMIS
- HMIS dashboard developed
- Quarterly stock status of MNH drugs and FP commodities developed and shared with implementing partners
- Periodic Bangladesh Country Engagement Working Group (BCEWG) meetings organized and followed up actions/decisions
- Quality result reporting produced on time
- Monitoring visits undertaken and mission report produced with clear recommendation and way out.

## V. COMPETENCIES AND CRITICAL SUCCESS FACTORS

### Corporate Competencies:
- Demonstrates integrity by modeling the UN’s values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results in orientation (UNDP core ethics) impartiality;
- Professionalism and commitment to achieve results;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays culture, gender, religion, race, nationality, age sensibility, and adaptability.

### Development and Operational Effectiveness
- Ability to analyze, interpret and think critically about the legal framework in Bangladesh;
- Excellent technical understanding of the legal framework;
- Builds strong relationships with colleagues and stakeholders;
- Ability to work with high-level government officials, technical specialists, Programme Clusters and Senior Management of UNFPA;
- Demonstrates openness to change and ability to manage complexities;
- Demonstrates strong organisational and self-management skills;
- Sensitivity to policy environment and ability to find creative solutions when problems arise;
- Ability to plan and organize work accordingly.

### Communication and Negotiation
- Excellent research and writing skills, especially legal analysis and legislative drafting;
- Strong negotiation and persuasion skills;
- Ability to deliver training, presentations and workshops;
- Ability to persuade others through cogent and clear arguments.
**VI. RECRUITMENT QUALIFICATIONS**

**Education:**
Master's degree in Public Health/medicine, family health, health research, global/international health, health policy and management, biostatics, socio-medical, epidemiology or other health related sciences.

**Knowledge and Experience:**
- 5+ years of progressively responsible professional experience in development sector with 3 years of practical experience in providing capacity development and policy advisory support services, particularly in the field of reproductive health.
- Candidate should have expertise in health care delivery and systems as well as electronic monitoring systems
- Expertise in e tracking systems for health care provision
- Good programme skills including capacity to prepare logical, coherent and consistent documents
- Excellent communications and interpersonal skills; proven organizational skills, including time management, and ability to meet deadlines
- Experience in working with UN/UNFPA is an asset
- Fluency in written and spoken English; ICT literate
- Ability to express clearly and concisely ideas and concepts in written and oral forms
- Experience in the usage of computers and office software packages (MS word, Excel, etc), experience in handling of web based management systems.

**VII. SIGNATURES- JOB DESCRIPTION CERTIFICATION**

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<th>Name</th>
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<td>Incumbent (if applicable)</td>
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**Requested by (Supervisor)**

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<tr>
<td><strong>Abu Sayed Mohammad Hasan</strong></td>
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<td>16/07/2017</td>
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**Cleared by:**

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<td><strong>OM</strong></td>
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<td>16 July 2017</td>
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**Approved by:**

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<tr>
<td><strong>Suresh Shrestha</strong></td>
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<td>16 July 2017</td>
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<td><strong>Iori Kato</strong></td>
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<td>17 July 2017</td>
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