



## **JOB DESCRIPTION**

**POSITION:** Divisional Manager- Chattogram or Sylhet  
**LOCATION:** 2 Positions available: 1 in Chattogram and 1 in Sylhet, Bangladesh\*  
**SUPERVISOR:** Government Liaison & Partnership Specialist, A&T/Bangladesh  
\* In your application, please specify preferred duty station (Chattogram or Sylhet)

## **BACKGROUND**

FHI 360 is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes experts in health, education, nutrition, environment, economic development, civil society, gender, youth, research and technology — creating a unique mix of capabilities to address today's interrelated development challenges. FHI 360 serves more than 70 countries and all U.S. states and territories.

Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. A&T is scaling up improved maternal, infant and young child nutrition (MIYCN) through large scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. A&T is funded by the Bill & Melinda Gates foundation and the governments of Canada and Ireland.

The overarching goal of A&T is to accelerate effective coverage at scale of key nutrition interventions in priority geographies. In Bangladesh, A&T will contribute to this goal through strengthening systems for MIYCN interventions by providing technical assistance to government, development partners, and other stakeholders to accelerate delivery.

This position will support A&T's efforts in Bangladesh to support the GOB to achieve nutrition-related disbursement-linked indicators (DLIs) in two divisions (Chattogram and Sylhet) in collaboration with the World Bank and UNICEF, and use those lessons to inform replication, scale and sustainability through the National Nutrition Services Operational Plan (NNS-OP) in the remaining six divisions. A&T's intervention in Sylhet and Chattogram will address the most crucial barriers to effective delivery of MIYCN counseling in government systems. A&T will test approaches to effect such changes in six model upazilas. Interventions will include: 1) ensuring use of the right content and tools; 2) setting up centers of excellence to showcase what is possible and address key issues such as counselling following C-sections; 3) improving managers' performance in the execution of a comprehensive performance improvement cycle for frontline workers and frontline managers; 4) developing partnerships to improve referral to facilities; and 5) utilizing a quality improvement (QI) method to jointly identify with frontline managers small doable actions to improve performance, test them, and decide to replicate them.

## **MAJOR AREAS OF RESPONSIBILITY:**

The Divisional Manager- Chattogram or Sylhet will be responsible for overall program management of A&T's MIYCN systems strengthening interventions in his/her focal division (Chattogram or Sylhet),



including development and execution of annual work plans, detailed implementation plans, replication and scale up plans, and budgets. He/She will cultivate and maintain strong working relationships with divisional-, district- and upazila-level GOB and health officials, including UNICEF District Nutrition Officers, to ensure efforts are government-led and contribute to systems strengthening in a replicable and sustainable way. He/She will also maintain strong working relationship with Non-Governmental Organizations involved in demand generation through community mobilization or use of media. He/She will work closely with the MLE Officer- Chattogram and Sylhet to review and use data to make real-time adjustments in programming, communicate with a variety of stakeholders, and shape advocacy messages. He/She will be responsible for ensuring activities are on-track and delivering expected results in a timely manner.

In addition, the Divisional Manager will contribute to refine the design of interventions and approaches to replicate them across upazilas, districts and divisions, based on data and field experience.

The Divisional Manager- Chattogram or Sylhet will be supervised by the A&T Government Liaison & Partnership Specialist, and maintain a functional relationship with the A&T MIYCN Advisor/Deputy Country Director, Senior Technical Advisor (MIYCN) and A&T Country Director. He/She will supervise 1 – 2 Nutrition Extension Officers. He/She will work closely with the MLE Officer- Chattogram and Sylhet, among other A&T team members.

#### **SPECIFIC RESPONSIBILITIES:**

- Support and maintain linkages between A&T and Divisional Directors for Directorate General of Health Services (DGHS) and for Directorate General of Family Planning (DGFP) and UNICEF District Nutrition Officers for scaling up learnings from model upazila activities and ensuring sustainability by collaborating on MIYCN interventions through existing health service delivery system
- Maintain constant and intensive liaison with the Office of the Divisional Directors, Civil Surgeons, Deputy Directors Family Planning, Upazila Health Complex & Upazila Family Planning offices and field functionaries of the community clinics
- Support organization of and/or participate in the monthly divisional-, district- and upazila- (and possibly national-) level meetings, including advocating for inclusion of MIYCN at such meetings
- Assist government counterparts in maintaining logistics and facilitate distribution of supplements, communication material, job-aids, memos, circulars to the frontline workers via the government system.
- Facilitate the activities of all the government field level workers that support increase in the intervention coverage, including use of quality improvement (QI) methods.
- Participate in the design and oversee the execution of community mobilization and media activities by partners.
- Assist Divisional Directors for DGFP and DGHS, Civil Surgeons, Deputy Director-Family Planning (DDFP), and upazila health and family planning authorities to monitor and track progress of key intervention indicators by preparing graphs, charts and maps, in collaboration with A&T MLE Officer
- Document the use of supervision checklists by GOB DGHS/DGFP supervisors and provide feedback as needed
- Document district-wise community meetings/community mobilization/Community Group (CG)/Community Support Group (CSG) meetings held by types of audiences
- Support the division & districts DGHS/DGFP authorities in utilization of MIYCN communication materials



- Facilitate improving the monitoring mechanisms and assessing integration of key indicators in the HMIS along with the UNICEF District Nutrition Officer and A&T MLE Officer- Chattogram and Sylhet
- Support in the preparation of the training and monthly meeting reports including expenditure statements (if supported by A&T).
- Cultivate and maintain strong relationships with non-governmental organizations and nutrition-sensitive sectors, including officials from divisional & district level Agriculture; Livestock and Fishery; Water, Sanitation and Hygiene departments.
- Maintain the complete list of assigned division with all socio and demographic information and district-wise target population of the PW, 0-6 month child and 7-23 month child.
- Liaise with UNICEF and World Bank district, divisional and national staff to ensure strong collaboration and progress against joint work plan
- Support and day to day supervise 1 – 2 Upazila Nutrition Extension Officer(s)
- Any other duties assigned by A&T office.

**EDUCATION:**

Master’s Degree or equivalent in health, nutrition or related field or sufficient experience in managing health/nutrition projects/programs in the field.

**EXPERIENCE:**

- 6 - 8 years working experiences in (a) managing projects, preferably in the health sector; (b) facilitation of implementation of community-level activities on social behavior change and capacity building issues; (c) facilitation of training/orientation workshops for government and other partners; (d) implementation of government programmes
- 3 – 4 years of working with data information system
- Experiences in facilitating implementation of community-based interventions related to maternal, child health or nutrition program in Sylhet or Chattogram.
- Working experiences with other international organizations would be an added advantage

**SKILLS:**

- Working knowledge of the government health system and experience of working with the government health service providers and managers.
- Proficiency with a variety of Micro software applications (e.g. MS word, MS excel, power point)
- Excellent written and spoken English
- Ability to work independently as well as in cooperation with a multi-cultural team
- Ability to think creatively and strategically

**ADDITIONAL INFORMATION:**

Equipment to be used: Computer, telephone, calculator, and/or similar devices

Typical physical demands: Works in a typical office setting with frequent field travel to project sites

Working conditions, including travel and overtime: The job demands extensive traveling, almost daily to the district/upazila/villages within the assigned division. Travel extensively in the priority division up to community/community clinic level for planning and advocacy activities.

This job description summarizes the main duties of the job. It neither prescribes nor restricts the exact tasks that may be assigned to carry out these duties. This document should not be construed



in any way to represent a contract of employment. Management reserves the right to review and revise this document at any time.

**To apply, please send a resume to Tohidul Islam at [tislam@fhi360.org](mailto:tislam@fhi360.org). Applicants who already applied to this position do not need to apply again.**