# CU_Logo_CMYK.jpegConcern Universal Bangladesh

Job Description

(September 2014)

## Job Title: Head of Health & WASH Unit

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**Location:** Based in Dhaka, Bangladesh with substantial travel to Chittagong Hill Tracts and other districts in Bangladesh.

**Reporting to:** Country Director, Concern Universal Bangladesh

**Responsible for:** Project Coordinator, M&E Specialist, WASH Specialist, APM, Medical Officer, Project Officers.

**Background:**

Concern Universal is an international development organization tackling poverty from the grassroots. We create opportunities for people around the world to improve their lives and shape their own futures. By building skills and connecting people at all levels in society, we help communities deliver practical solutions with long term impact.

Concern Universal has been working in Bangladesh since 1993. Our work has grown steadily and our programme has evolved into a coherent portfolio of development activities directly benefiting more than 1.2 million of the poorest and most vulnerable population. We have a track record of successfully designing and implementing projects across five sectors: food security & livelihoods, health, disaster risk reduction, institutional capacity building and human rights.

**Job Summary:**

This is an exciting opportunity, leading the implementation of different projects in Health and WASH unit of Concern Universal.

Reporting to the Country Director, the Head of the Health and WASH Unit is responsible for the overall planning, implementation, monitoring and reporting of the donor funded projects. S/he is also responsible for coordination with project partners and will liaise with donors, local government and other stakeholders. S/he will manage the human, financial and other resources available to the Project and is responsible for creating and nurturing a team that will successfully implement the Project. S/he will be expected to travel to the field frequently and spend on average up to 25% her/his time in the field working with project participants and other stakeholders. The post-holder will also be responsible for developing, through proposal writing and donor liaison, further initiatives within the Health and WASH Unit.

**Key Duties and Responsibilities:**

* To ensure impact, sustainability, quality, budget control and compliance with relevant Donor, GoB as well as Concern Universal guidelines for all projects that are implemented under the Health and WASH Unit.
* Ensure the continuous development of strategies and new interventions of the WASH and Health Unit, including proposal writing and participation in donor negotiations.
* As member of the CUB Management Team, contribute to the development of policies, strategies and new interventions of Concern Universal’s programme development process and ensure support in the field of health and WASH to all other projects of CU, if so required.
* To prepare relevant project reports and documents as per donor and GoB requirement.
* To represent Concern Universal and the Project in relevant national and other coordination forums.
* To motivate and guide all members of the health and WASH unit, oversee recruitment and take disciplinary and corrective action when required.

**Qualification and Experience:**

* Master Degree in Development Studies or other relevant disciplines (MPH will get additional preference).
* At least 7 years’ experience in project cycle management.
* Proven track record in Health and WASH projects.
* Experience in working with partnership with local NGOs, local government.
* Successful track record in proposal writing (including budgeting, designing work plans etc); familiarity with proposal formats of major multi/bilateral donors is a strong advantage.
* Proven experience of, and commitment to, participatory methodologies to development.

**Skills and Competencies:**

* Experience and understanding the operations and practice of NGOs, donors (particularly the EU, DFID, US AID, UN, Cordaid) and government agencies
* High level of coordination, networking and interpersonal communication skills
* Strong training, coaching experience, skills and knowledge
* Ability to work collaboratively and effectively with a wide variety of people of different backgrounds, education levels and professions
* Ability to work under pressure and to manage multiple tasks
* Excellent report writing skills
* Budgeting and financial management skills
* A strong interest and desire to work with poor rural communities and spend time in the field.
* Demonstrated organisational skills
* Standalone self-starter with a positive and adaptable disposition