Concern Universal, Bangladesh

Job Description

**‘Scale Up of the Community Managed Local Health Services in Chittagong Hill Tracts (CHT), Bangladesh’**

December 2014

1. Job Title: Paramedic
2. Grade: CUB Grade -IV (Contractual)
3. Line Manager: Head of Health and WASH Unit
4. Purpose of the position:The main purpose of this position is to build technical skills and confidence in the service providers of CUB supported clinics in Chittagong Hill Tract (CHT).
5. Location(s) of Job: Bandarban in Chittagong Hill Tracts (CHT).
6. Major Responsibilities:
7. Skill building

* Prepare training and tour plans covering all health clinics supported by CUB in CHT by rotation.
* Observe service delivery procedures and assess training needs of the service providers at the clinics.
* Demonstrate correct methods and techniques of service delivery to the service providers by providing clinical services in the clinics.
* Undertake follow-up training for improving identified technical areas
* Facilitate organizing formal trainings locally, when necessary.

1. Technical Co-ordination

* Act as a focal point for CUB health matters in CHT and represent the organization in the coordination meetings and to the local health authorities at Upazilla and District level.
* Coordinate referrals and technical matters with the health authorities and health system as necessary.
* Gather formation on local health situation to help program planning.
* Develop and maintain strong working relationships with relevant stakeholders at local level.

1. Project Monitoring:

* Gather information on clinic performances, compile them and report on a regular basis.
* Share findings with service providers and Clinic committees on the spot, provide guidance when necessary.

1. Communication/Visibility:

* Ensure project material, project staff and partner’s staff in compliance with donor’s visibility rules.
* Promote Concern Universal including materials, logo in all communication and establishment.

1. Others:

* Comply with Concern Universal’s policies, procedures and practices with respect to protection of children and vulnerable adults and other relevant policies and procedures.
* Other duties as required by the organization authority.

This job description may be reviewed at any time according to the needs of the organisation.