**JOB OPPORTUNITY AT MAX FOUNDATION BANGLADESH**

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| Job Title | Program Officer (Health and Nutrition Business Promotion) |
| Project/Programme | Max NutriWASH |
| Location of job | Patuakhali and Khulna |
| No. of Vacant Position | 02 |
| Report to | Project Manager, Max NutriWASH, Max Foundation Bangladesh |
| Deadline application | January 25, 2019 |

Max Foundation, a Dutch INGO established in 2004, fights child mortality with an integrated approach. This approach has proven to be the most economical, efficient and effective way to combat infant mortality. Max Foundation started its programme operation in Bangladesh in 2012. Meanwhile, it has supported over 1000,000 people in 1,250 communities to receive Max-WASH services. Max Foundation is active in rural areas of 9 districts in Bangladesh focusing on the needs of poor, hard-to-reach and most vulnerable people. The mission of Max Foundation is to save as many children’s lives in the most efficient and effective way. Our integral approach of WASH (Water, Sanitation and Hygiene) and health, stunting components like safe motherhood, nutrition is very effective in preventing child mortality. According to the Bangladesh Demographic and Health Survey 2014, 36 percent of children under 5 are considered to be short for their age or stunted, while 12 percent are severely stunted (below -3 SD). Rural children are more likely to be stunted than urban children (38 percent compared with 31 percent). Stunting is most prevalent in Sylhet (50 percent) and lowest in Khulna (28 percent).

To support our growth and ambitions, Max Foundation Bangladesh is looking for a young professional Program Officer (Health and Nutrition Business Promotion).

1. **Required qualifications**
2. **Education: -**

* Master in Nutrition or Science/Social Sciences/ medical background/proven experience related to that, with no 3rd class/GPA below 2.50 in any public exam.

1. **Experience: -**

* At least 3 years experiences in WASH, Nutrition, Health and Community Development;
* At least 2 years of working experiences in mid-level position in any International NGO or reputed National NGO;
* Have good understanding in safe motherhood, SRHR, menstrual hygiene, gender and child health, stunted growth, nutrition and community development
* Experience in working with partner NGOs/organizations and communities.
* Experience in Social Business especially in nutrition and reproductive health related product promotion.

1. **Required Skills, Knowledge and Characteristics:**

* Should be innovative and have analytical skill;
* Ability to speak & write good quality English is desirable,
* Excellent Computer skills (Excel, Word, PPT etc.),
* Leadership (ability to motivate and develop others)
* Behavioral flexibility and emotionally intelligent with strong oral and written communication skills
* Ability to represent the value-for-money Max- Job WASH - Ability to coach and mentor PNGO technical team
* Physical, mental and social fitness for extensive field travel and agreed to spent more than 50% time in the field anywhere in Bangladesh (using public transport)
* Excellent skill in staff facilitation/training - Excellent skill in document writing, presentation and report writing
* Ability to work in an international team environment

1. **Reportable to:** Regional Manager, Max NutriWASH, Max Foundation.
2. **Salary & benefits and contract:**
3. **Salary & Allowances/Month:**

* Gross salary: BDT. 40,000 - BDT.45,000 per month (including all tax and levies) depending on experience; with a maximum annual increment of 10% (subject to the annual performance evaluation report);
* Benefits: 2 Festival bonus equivalent to 1 month gross salary;
* Other admissible benefits as per Max Bonuses equaling Foundation policy;
* Applicable income taxes will be deducted from employee

1. **Contract:**

* Fulltime.
* Open ended, subject to annual renewal (based on annual performance evaluation report).
* Six (06) months’ probation starting from the joining date.
* Reporting to: Project Manager, Max NutriWASH Program, Max Foundation Bangladesh Country Office.
* Job Location: Based in Regional Offices at Khulna and Patuakhali.

1. **Age Limit:**

* Maximum 37 Years
* Women are especially encouraged to apply; in case of equal qualification, preference will be given to a female candidate

1. **Job description:**
2. **Follow up & Supportive Supervision (Health, Nutrition and WASH)**

* Understand and provide technical support to PNGOs under Max NutriWASH Program.
* Assist to achieve agreed project’s objectives.
* Ensure quality of Health, Nutrition and WASH related activities in line with Max Foundation’s requirement.
* Support PNGOs for performing studies, data collection, technical information etc.

1. **Capacity building**

* Capacity building of PNGOs staff on child health, stunted growth, nutrition, SRHR, Safe Motherhood and WASH.
* Arrange and facilitate training on Health, Nutrition and WASH components.
* Guide PNGOs to identify stunting risk factor, baseline survey, business development, establish of health referral system and other technical support related to project.
* Provide technical support to HPA and Local Entrepreneur (LE) for business development

1. **Develop technical material and guidelines**

* Review and develop staff capacity building guideline/manual regarding foundation training, WASH, SRHR, stunting growth & nutrition, operation & action plan, and other as per project need.
* Liaise with other agencies/government bodies/donors to improve the quality of the materials
* Set up linkage with the Local Entrepreneur (Les), Corporate and Social Business Institution, Suppliers and service providers related to WASH and Nutrition related business.
* Close coordination and advocacy with DPHE, LGED, Health and education department.

1. **Supervision and reporting**

* Develop, Compile and submit quality program reports and meet reporting requirements and deadlines.
* Contribute to project proposal, concept note and technical support to conduction of studies/researches.
* Regular visit and provide technical support to improve the quality of Max NutriWASH programme.

1. **Others**

* Work jointly with other Program team, officers and practice team building approach.
* Represent and uphold MFBD, its programs and interests.
* Support Project manager for planning, managing and reporting asper required.
* Respect and follow MF’s values, operational approach, financial and administrative procedures.

**Application procedure :** Interested candidates are requested to send their application with detailed CV (not more than 3 page), passport size photo, scan copy of all academic and experience certificates through email to [hrmmfb@gmail.com](mailto:hrmmfb@gmail.com) on or before January 25, 2019. Only short listed candidates will be contacted for interview. **Female are equally encouraged to apply. Please do not forget to mention to the job title on the subject line of the mail.**

**Please note:** Candidates from Max Foundation’s current partner organizations will require proper channel with no objection letter from Executive Director/CEO/Chairman/supervisor of respective organization.