**Job Description:**

Position Title : Project Director

Qualifications : Masters in Social Science or Business or Medical graduate with 8 years management

Experience in Public Health/ ESP related project.

Work experience with NGO as a development professional in planning, monitoring projects and evaluation o project and staff performance will be given preference. S/he must have excellent working knowledge of computer software.

Knowledge of productive health, population and development issues will be as added advantage.

Reports to : Authorized officer of the NGO Management Committee or contact person for NGO Health Service

Delivery Project.

Location : Project Head Quarter, Rangpur

Supervises : Project Manager / Monitoring Officer, Finance Officer, MIS Officer and other relevant staff.

Skills : Develop and writing project proposals; preparation of work plan; project management; human

resource management; project monitoring and supervision; manage training and follow-up; coordination and negotiation and problem solving. Excellent English (Speaking, writing), communication and presentation skills and excellent computer expertise in MS word, Excel and PowerPoint.

**Responsibilities:**

**Management:**

* Planning, optimum use of resource, leading, motivating, controlling and monitoring including checking progress against plan and modification.
* Responsible for operation & strategic management, financial & marketing management and information & human resource management;
* Development of project proposal, implementation and management of the project.
* Assist the NGO management Committee in negotiation with the donor.
* Process and obtain project clearance from the NGO Affairs Bureau ( If required) applying for recommendation of District Technical Committee for setting- up clinics and getting approval from directorate of family Planning.
* Assist NHSDP Clinic manager in getting area allocation and clinic spots from local GOBofficials.

**Human Resource Management:**

* Recruit and terminate project staff in consultation with the NGO management and as per donor Personnel Management.
* Ensure that each staff has job description, and orient the staff on their job description.
* Assist the NGO Management Committee in recruitment of qualified staff in vacant position as per budget provision and guideline.
* Make periodic assessment of the performance of the project staff and take measure for staff development including identify training needs and facilitate necessary arrangement for their capacity development.

**Program Management:**

* Prepare grant application with program goal and budget as per donor guideline, get it reviewed by the NGO Management committee and submit it to the donor review and approval process maintaining the time frame;
* Timely submit project modification with revised program goals and budget to donor review and approval process maintaining the time frame
* Organize meeting with the NGO management Committee and update them about program performance and seek their assistance in achieving the goal
* Conduct periodic review of work, ensure that the performance are in track, and provide necessary feedback on performance and document the meeting minutes
* Identify areas of programmatic and geographic expansion of services, share its feasibility with the NGO Management Committee and donor regional offices and submit it to head office for the review and approval.
* Make field visit plan, visit various clinics as an on-going basis for monitoring and supervision of the project activities, Ensure optimum level of customer attendance at various clinics for maximum utilization of manpower; ( Role of clinic Manager)
* Review all project activities and reports submitted by clinics on monthly and quarterly basis and provide feedback to them.
* Prepare and timely submission of Monthly, Quarterly, Semi-annual and Annual reports to donor Head Office / Regional Office and government as per their requirement.

**Quality:**

* Ensure that the all the clinics comply with the donor Technical Standards, Manuals and MCP (Mexico City Policy)
* Ensure that the clinics maintain list of functional referral system and follow –up the referral clients;

**Financial Management:**

* Develop long term sustainability plans and initiate cost effective project operations in collaboration with the Finance/Administration Manager
* Preparing yearly plan and budget following business plan to achieve financial targets;
* Operate all bank accounts of the project jointly with the donor and NGO agreed upon designated person.
* Prepare and submit quarterly financial report to donor as per requirement
* Cooperate with Audit firms and ensure that the clinics and offices comply with the audit recommendations, if any
* Ensure compliance with donor F & A and other manuals;
* Ensure adequate financial control proper governing and monitoring to the expenditure of funds.

**Coordination:**

* Coordinate with GOB, other donors and private sector institutions for expand the range of services and update them on project activities.
* Coordinate with donor office and Regional offices and update them on project activities

**Logistics**

* Help the donor Clinic Manager in obtaining regular supply of contraceptive and EPI and other logistics from government and private companies distributing those to different services delivery points in time.

Carry out other project related duties as delegated by the Contact Person for NHSDP project, NGO Management Committee and NHSDP.