**Position:** **Program and Admin Associate-I, Improving the Journey of People Using MRM in South Asia Project, Ipas Bangladesh**

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| **Organizational Information** | |
| Reports to:  Direct Reports:  Unit:  Required Travel:  Eligible for overtime:  Location: | SBCC Advisor-I  0  1-2  3-5  6-10  11+  Program  Yes  No  Yes  No  Country Office, Dhaka |

**ABOUT IPAS**

Ipas is a nonprofit organization working with partners around the world to advance reproductive justice by expanding access to abortion and contraception. We aim to build sustainable abortion ecosystems that address all factors impacting a person’s ability to access abortion—from individual health knowledge to social and community support, to a trained health workforce, to political leadership and supportive laws. In Bangladesh Ipas works since 2011 and from its inception in the country we work closely with the Ministry of Health and Family Welfare to ensure that women and girls can enhance their sexual and reproductive health via affordable, safe, respectful, and comprehensive abortion and contraceptive care. Ipas works throughout the country- in rural, urban and humanitarian settings.

**JOB SUMMURY**

In South Asia, including Bangladesh, medication abortion (MA)/MR by medication (MRM) is widely used but often accessed with limited accurate information, stigmatization, and suboptimal user experience. The multi-country consortium, led by Ipas, seeks to improve the experience of people using MA/MRM by implementing four high-priority interventions, including CHW engagement, helpline enhancement, provider sensitization, and male partner involvement. Within this effort, Ipas Bangladesh will play a pivotal role in implementing the project in-country and ensuring all interventions are culturally contextualized, stigma-free, and centered around user experience. **The Program and Admin Associate-I** will play a vital support role by ensuring smooth program implementation and efficient administrative operations. This position bridges programmatic needs and administrative processes contributing to the overall effectiveness of the organization.

# **Key Responsibilities**

**Program and Field Operations Support:**

* Support for organizing training, meetings and workshops
* Facilitate program events including field travel of officials (employee and non-employee).
* Support technical team for designing and organizing SBCC materials, training materials and job aids.
* Support to ensure availability and distribution of logistics and equipment for smooth program operations
* Support program team for liaison with different government officials for issuing memos, letters and call-up notice as per government protocols.
* Assist in planning, coordination, and tracking of project activities.
* Liaise with partners, vendors, and stakeholders as directed.
* Maintain program-related documentation and filing systems.

**Administrative Support:**

* Facilitate timely procurement, travel arrangements, and inventory tracking as per organizational policy and protocol.
* Provide support to organize meetings, workshops and training and ensure timely communication with relevant officials and participants.
* Ensure proper documentation for financial and administrative records.
* Support to ensure compliance with internal policies, donor guidelines/protocols and statutory laws/policies.

**Financial Support:**

* Keep track of all financial issues related to a project event as per the organizational policy
* Coordinate with Finance/Admin teams for timely submission of invoices, Offline and Online requisition.
* Assist program team for project related advance and adjustment issues in Workday

**Communication and Coordination:**

* Communication with stakeholders and government officials as needed
* Act as a communication link between program teams, admin/HR/finance teams
* Handle routine correspondence and follow-up actions.
* Provide basic IT/logistical support during virtual or hybrid events outside/field site.
* Any other duties assigned by the management.

**Qualifications and Experience**

* Bachelor’s Degree (Masters preferred) from any recognized university of Bangladesh in Social Science, health or any relevant discipline
* 3+ years of relevant experience with INGO with similar responsibilities.
* Ability to work independently and in a team environment.
* Strong organizational and multitasking skills.
* Prior experience working with government counterparts (e.g., DGHS, DGFP, MoHFW) and other stakeholders is highly desirable.
* Understanding and experiences about public health systems of Bangladesh is essential.
* Good management, communication and reporting skills are required.
* Understanding INGO operations and donor compliance is an asset.
* Fluency in writing, reading and speaking in Bangla and English languages.
* Computer skills: proficiency in MS Office particularly in excel and in Bangla typing is essential.
* Experience with data entry, documentation, and good writing skills is an asset.
* Willingness to travel to project sites as required.
* Familiarity with tools like Workday, SharePoint, Kobo Toolbox, or other program management systems is a plus.

# **Salary & Benefit**

Ipas Bangladesh will offer an annual salary of BDT 955,908 and other benefits as per organizational policies.

**Benefit includes:**

* Provident Fund
* Festival Bonus
* Gratuity
* Health Insurance Coverage, including spouse.
* Life Insurance
* Professional development opportunities

Ipas Bangladesh will seek information from job applicants’ previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse where the applicant was accused and/or found guilty. By submitting the application, the job applicant confirms that s/he has no previous record of sexual misconduct, abuse and/or sexual harassment, and/or child abuse and, s/he has no objection to Ipas Bangladesh requesting information specified above to his/her previous employer.

Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity. We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy.

Ipas is committed to diversity and inclusion in its workforce, and we encourage applicants from diverse backgrounds and communities to apply.

**How to Apply**

Interested and qualified candidates should submit their CV/Resume including at least two professional references, as well as a Cover Letter stating the suitability for the position in Ipas Job portal by clicking [Program and Admin Associate](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/details/Program-and-Admin-Associate_R1183-1)