**Position:** **Program Associate – I, Training, Ipas Bangladesh**

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| **Organizational Information** | |
| Reports to:  Direct Reports:  Unit:  Location: | Director, Health- Ipas Bangladesh  0  1-2  3-5  6-10  11+  Health Systems  Country Office, Dhaka |

# Ipas works globally since 1973 with a mission to improve women and girls sexual and reproductive health and rights through enhanced access to and use of abortion and contraceptive care. In Bangladesh we are working with close collaboration of Ministry of Health and Family Welfare and its directorates since 2011 to improve availability, access to and utilization of high quality SRHR services particularly MR, PAC and FP services throughout the country and in humanitarian settings.

Ipas Bangladesh has awarded a project, by the Catalytic Opportunity Fund (COF). This project will ensure the technical support to scale up MR services in collaboration with the Ministry of Health and Family Welfare’s (MOHFW) and its directorates. The project will be focused on multiple activities organized into key phases, addressing crucial aspects of advocacy, strategy development, capacity building, procurement planning, and monitoring for national scale up of MR services to improve availability and access of quality SRHR services particularly menstrual regulation (MR) and Post-abortion care (PAC) services. The one-year project will be implemented till 31January 2025 with aim to develop and advocate for a National MR Scale-up Strategy with Costed Action Plan for 2024-2030, integrated with the national health sector plan, endorsed by MOHFW, ensure technical support to MOHFW for health workforce preparedness and facility readiness for MR services strengthen the monitoring and tracking system for national MR scale-up.

**Program Associate I -Training, Ipas Bangladesh**

# **Key Responsibilities**

* The Program Associate -I, Training is responsible for assisting in the smooth implementation of training program and Quality Assurance activities and ensure the adherence to standard.
* Provide support to conduct ‘Rapid Training Needs Assessment for MR national scale-up by MoH&FW.
* Support the Technical Team in organizing training programs and administrative support during the training and quality assurance initiatives.
* Assist the Technical Team to develop training materials, tools, and job-aids for MR training for the service providers at different public level health facilities.
* Ensure necessary logistics, financial issues, materials for the training program at pre-, during and post-training period.
* Assist the project team to develop national master trainers and trainers’ pool.
* Keep track of all financial issues related to the training event as per the project and organizational policy.
* Provide inputs in the necessary books of accounts and other registers and prepare reports on daily/monthly/quarterly/semi-annually/annually as per project requirement.
* Maintain good communication and liaison with related Govt. Officials and trainers and other administrative persons of the Government/non-government Training Centers.
* 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 NGO in education, public health or development projects.
* Have experience with training management on SRHR specially on MR, PAC and Family Planning
* Skilled in training conduction and monitoring will add value.
* Good experience in coordination with different stakeholders
* Competency in training budgeting and budget management.
* Understanding and experiences about public health systems of Bangladesh is essential.
* Good management, communication and reporting skills are required.
* Computer skills: proficiency in MS Office particularly in excel and in Bangla typing.

**Employment Status**

* Full time for one year with scope of renewal upon performance and availability of funding**.**

# **Salary & Benefit**

Ipas Bangladesh will offer an annual salary of BDT 821,884 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 also, s/he have 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.

# **How to Apply**

Interested and qualified candidates should send their CV/Resume including at least two professional references, as well as a ‘Cover Letter’ stating the suitability for the position to [**Ipas bd jobs**](https://ipas.wd5.myworkdayjobs.com/en-US/Ipas/details/Program-Associate---I--Training_R919?locations=eb47465604b101db6e3bde1eb800dc08) **by January 24, 2024**. Only short-listed candidates will be called for the interview. Any form of persuasion in the selection process will automatically disqualify the candidacy.