



## JOB ANNOUNCEMENT

### m-Health Programme Manager

Established in 1998, Friendship is a value-based organization; its interventions are based on compassion, in-depth knowledge, empathy and grassroots experience, intertwined with modern technology and innovative approaches. Friendship's mission is to help the poorest of the poor – those below any documented poverty line – living in underprivileged communities of Bangladesh in inaccessible terrains such as the chars (shifting islands) and riverine areas of the country.

Friendship started with its flagship project, the Lifebuoy Friendship Hospital, expanded its healthcare programme and subsequently broadened its scope of work to undertake programmes under Education & Good Governance, Sustainable Economic Development, Disaster Management & Infrastructure Development, and Cultural Preservation; following an integrated approach to development, acknowledging the inter-connectedness of basic needs, and aiming to achieve the same result: improving the situation of the most underprivileged communities of the country, especially those living in inaccessible areas.

For more information please visit: [www.friendship-bd.org](http://www.friendship-bd.org)

**GENERAL FUNCTION:** Takes the leading role in mHealth project implementation and coordination between various parties involved.

#### JOB DESCRIPTION/RESPONSIBILITY

- **Assistance with Project planning**  
Help prepare project implementation plan according to project scope
- **Coordinate the project staff in establishing and implementing projects**  
Coordinate activities and tasks of project staff
- **Management of technical requirements**  
Ensure accurate delivery of software requirements as per project design through testing and troubleshooting of the software
- **Deployment management**  
Ensure software deployment in mobile handsets, desktop computers, servers as per project scope.
- **Relationship management with project related personnel**  
Maintain communication with all parties involved (internal project staff, project directors, partner representatives, technical partners, and field staff)
- **Assist in project monitoring & evaluation**  
Ensure that all project objectives are being addressed through the implementation; all parties are actively involved in the operations and that all operations are running as planned.  
Ensure that proper operational info aligned with objectives are observed and recorded from time to time in communicable formats
- **Documentation management**

Developing training materials and user guides as well as maintaining project plans, project operational reports, and financial documentation.

- ***On site crisis management***

Act as the solution provider during crisis.

## **EDUCATION REQUIREMENTS**

Masters in Social Science/Development Studies/Public Health, preferably with some IT background

## **EXPERIENCE REQUIREMENTS**

2to 3year(s) project management experience in private sector/NGO/technology projects

**Salary Range:** Negotiable

**Other Benefits:** As per Organizational Policy

**Job Location:** Dhaka Bangladesh with travel to the Friendship working areas

### **To Apply**

Interested candidates fulfilling the above competencies should apply with clear indication of the position applied for in the envelop to the HR Manager, Friendship, Baridhara Central Plaza, 87 Suhrawardi Avenue, Baridhara, Dhaka 1212. Any persuasion will disqualify the candidate; only short listed candidates will be invited for the interview. Women are particularly encouraged to apply.

Or

Please send a cover letter and resume to Friendship [info@friendship-bd.org](mailto:info@friendship-bd.org)