

I. Position: Project Coordinator

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 1

Location:

Rajshahi.

Duration: Project Period

Required Qualifications and Experience

Education

- Master's with a Master's in Public Health will be given preference,
- Social Sciences, Health Administration, Development Studies, Master of Business Administration, or related field.

Experience

- Minimum of **15 years of overall professional experience, including at least 5 years of demonstrated experience working in an NGO/International (iNGO) USAID MNCH project management** in Bangladesh.

Age Limit:

- Age at most 55 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Additional Requirements (The applicants should have experience in the following business area(s): NGO

- Minimum 10 years of progressively responsible experience in managing health or development programs at the field/regional level.
- Demonstrated experience in implementing and coordinating MNCH, nutrition, epidemic preparedness, or risk communication/community engagement programs.
- Experience working with government health departments (DGHS, DLS, DAE, etc.), NGOs, and community stakeholders.
- Strong understanding of multisectoral coordination principles.
- Excellent communication, facilitation, and interpersonal skills.

- Strong analytical and problem-solving ability with the capacity to work independently and manage multiple priorities.
- Willingness to travel frequently within the division and occasionally to Dhaka and other regions.

Preferred

- Experience with USAID-funded projects implementation at the regional level.
- Familiar with working with alliance partners.

Key Competencies:

- Strong organizational and multitasking abilities.
- Staff Management, Capacity building guidance, and support.
- High level of attention to detail and accuracy.
- Effective interpersonal communication, coordination, and liaison skills.
- Ability to work under pressure and meet tight deadlines.
- Commitment to transparency, accountability, and high ethical standards.
- Strong team-building Capacity.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Salary and benefits:

- As per the project-approved budget.

Apply Instruction (Hard Copy):

- ***To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026***
- ***Please check the job description details before applying <https://www.ric-bd.org/news-career>***
- ***PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.***

2. Position: District Coordinator

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 2

Location:

Rajshahi and Chapainawabganj,

Duration: Project Period

Required Qualifications and Experience

Education

- Master's in Public Administration, Master of Business Administration, Social Science, Public Health, Development Studies, or related field preferred (Master's in public health will be given preference).

Experience:

- Minimum of **10 years of overall professional experience, including at least 5 years of demonstrated experience working in an NGO/International (iNGO) USAID MNCH project implementation** in Bangladesh.
- Must have significant experience working closely with the Upazila and District government health and Family Planning, LGI, and Community leaders.

Age Limit:

- Age at most 50 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Technical Expertise:

- Knowledge and experience in **Health System Strengthening (HSS)**,
- **Quality Improvement (QI) methodologies**, and **Global Health Security (GHS)**/Epidemic Preparedness.

Additional Requirements

- Minimum 5-6 years of relevant work experience in project management, finance, or administrative support in donor-funded development programs.
- Familiarity with Health systems in Bangladesh and knowledge of the disease outbreak response activities at the district and below.
- Familiarity with financial and programmatic regulations is strongly preferred.

- Demonstrated experience in event coordination and partner liaison.
- Strong skills in documentation, communication, and record-keeping.
- Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint & Web browsing).
- Demonstrated proficiency, particularly related to recording, reporting, and the national HMIS (DHIS2–DGHS) and DGFP MIS, LMIS, HMIS systems and M&E tools for program monitoring and evaluation
- Strong written and verbal communication skills in Bangla and English.
- Familiar with child safeguarding and anti-harassment policy.
- To work in a Team.
- Familiar with child safeguarding and anti-harassment policy.
- To be non-discriminatory and gender sensitive

Key Competencies:

- Strong organizational and multitasking abilities.
- Staff Management, Capacity building guide, guidance, and support.
- High level of attention to detail and accuracy.
- Effective interpersonal communication, coordination, and liaison skills.
- Ability to work under pressure and meet tight deadlines.
- Commitment to transparency, accountability, and high ethical standards.
- Strong team-building Capacity.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- ***To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026***
- ***Please check the job description details before applying <https://www.ric-bd.org/news-career>***
- ***PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.***

3. Position: Manager M&E

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 2

Location:

Rajshahi and Chapainawabganj,

Duration: Project Period

Required Qualifications and Experience

Education:

Academic: Master's Degree, preferably in Statistics/Mathematics/Anthropology/Urban and Rural Planning/CSE-data science, Social Science, or any relevant discipline.

Experience:

- **Working experience:** At least 6 years of experience in the field of program M&E.
- Understanding of MNH key indicators, HPNSP focus, and relevant district health system issues.
- Strong working experience and expertise in DGHS and DGFP MIS System, reporting, and data quality improvement.

Age Limit:

- Age at most 50 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Skills:

- Ability to deal with maternal and newborn health HMIS (eMIS, eLMIS, HRMIS) of DGFP and DGHS.
- Strong analytical skills and solid understanding of database concepts
- Clear understanding of data for program management decision-making.
- Extensive experience in computer operation, particularly in MS Office, SPSS / STATA.
- S/he is expected to have demonstrated experience working in MIS, data analysis, and interpretation, especially at the field level.
- Delivering results,
- Developing self and others
- Problem solving and decision making,
- Innovating and adapting,
- Applying technical and professional expertise,

- Working effectively with others,
- Networking

DESIRABLE

Familiarity with DHIS2, DGFP MIS, eLMIS, and other digital MIS platforms used in Bangladesh. Skill in ArcGIS/QGIS is preferred.

Additional Requirements

- Minimum 5-6 years of relevant work experience as a Manager M&E in any Health-related donor-funded project.
- Familiarity with Health systems in Bangladesh and knowledge of the disease outbreak response activities at the district and below.
- Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint & Web browsing).
- Demonstrated proficiency, particularly related to recording, reporting, and the national HMIS (DHIS2–DGHS) and DGFP eMIS, eLMIS, HRMIS systems and M&E tools for program monitoring and evaluation
- Strong written and verbal communication skills in Bangla and English.
- Ability to work under pressure and meet tight deadlines.
- Commitment to transparency, accountability, and high ethical standards.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- **To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A, Dhanmondi, Dhaka-1209 by : 08/02/2026**
- **Please check the job description details before applying <https://www.ric-bd.org/news-career>**
- **PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.**

4. Position: Senior Manager- Improve Service Quality and Health System Strengthening.

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 2

Location:

Rajshahi and Chapainawabganj districts.

Duration: Project Period

Required Qualifications and Experience

Education:

Mandatory: **MBBS** degree with an **MPH (Master of Public Health)** degree from any recognized university will be given preference.

Age Limit:

- Age at most 50 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Experience:

- Minimum of **6 years of overall professional experience, including at least 5 years of demonstrated experience working in an NGO/International NGO (iNGO) USAID MNCH project implementation** in Bangladesh.
- Must have significant experience working closely with and providing TA to government health programs.

Technical Expertise:

Proven, in-depth technical knowledge and experience in **Health System Strengthening (HSS)**, **Quality Improvement (QI) methodologies**, and **Global Health Security (GHS)**/Epidemic Preparedness.

Skills:

Excellent written and verbal communication, negotiation, and presentation skills (in both English and Bangla). Strong analytical capabilities for evidence-based decision-making.

Project Description:

Meeting Targets and Maintaining Epidemic Control (EpiC) is a global project funded by the US Government and the US President's Emergency Plan for AIDS Relief (PEPFAR), that provides strategic technical assistance and direct service delivery to strengthen GHS, including outbreak response; improve maternal and child health (MCH), and promote health systems strengthening (HSS) including supply chain management.

Desirable Attributes:

- Deep understanding of the structure and operations of the GoB health sector.
- Experience in managing large-scale donor-funded projects (e.g., USAID, FCDO, Global Fund).
- Demonstrated proficiency in using data analysis and M&E tools HMIS (DHIS2 and DGFP MIS) for program monitoring and evaluation.
- Design, implement, and oversee the rollout of **Quality Improvement (QI) tools and methodologies** across project intervention areas, focusing on clinical and non-clinical service delivery.
- Expert in **Health System Strengthening (HSS) methodology, Quality Improvement (QI) methodologies, and Global Health Security (GHS)**/Epidemic Preparedness.
- Skill to lead efforts to support the national Global Health Security Agenda, with a focus on core capacities such as **Infection Prevention and Control (IPC)**, surveillance, and epidemic preparedness and response.
- Expert in providing support to improve facility readiness at district and upazila level facilities.
- Ensure that project activities contribute to the adoption of national quality standards and Standard Operating Procedures (SOPs) within healthcare facilities.
- Strong liaison maintains capacity with division, district, and sub-district DGHS and DGFP authorities.
- To work in a Team.
- Familiar with child safeguarding and anti-harassment policy.
- To be non-discriminatory and gender sensitive

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- **To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026**
- **Please check the job description details before applying <https://www.ric-bd.org/news-career>**
- **PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.**

5. Position: Accounts Manager

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 1

Location:

Rajshahi District.

Duration: Project Period

Required Qualifications and Experience

Education

- At least a Master's degree in Accounting, Finance, Management, or other relevant subjects

Experience

- Seven (7) years of practical experience in financial management. Proven skill in financial compliance management, i.e., GAPP, VAT, TAX, etc.
- Experience in accounting and budgeting in any large project
 - Experience in developing and implementing accounting management information systems
 - Familiarity with budgeting and accounting in USAID-funded projects

Age Limit:

- Age at most 45 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Additional Requirement

- Manage payroll for all staff provided by the NGO
- Manage contract budget
- Verify payments and ensure expenditures are verified by supporting documentation
- Provide quarterly financial reports to FHI360.
- Have good operational skills of Microsoft (MS Word, MS Excel) with software operation and reporting.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- **To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026**
- **PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.**

6. Position: Accounts Officer

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 1

Location:

Chapainawabganj District.

Duration: Project Period

Required Qualifications and Experience

Education

- At least a Bachelor's degree in Accounting, Finance, Management or other relevant subjects

Experience

- Seven (7) years of practical experience in financial management. Proven skill in financial compliance management, i.e., GAPP, VAT, TAX, etc.
- Five (5) years of experience in accounting and budgeting in Bangladesh
- Experience in developing and implementing accounting management information systems
- Familiarity with budgeting and accounting in government-implemented projects

Age Limit:

- Age at most 45 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Additional Requirement

- Support Accounts Manager with management of payroll and contract expenses
- Support the Accounts Manager with financial reporting. Educational Qualifications and Experience Required
- At least a Bachelor's degree in Accounting, Finance, Management or other relevant subjects
- Have good operational skills of Microsoft (MS Word, MS Excel) with software operation and reporting.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- **To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026**
- **PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.**

7. Position: Upazila Coordinator

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: **14**

Location:

Upazila level at Rajshahi and Chapainawabganj district,

Duration: Project Period

Required Qualifications and Experience

Education

- Master's in Social Science, Public Administration, Master of Business Administration, Public Health, Development Studies, or any other related field.

Experience:

- Minimum of **8 years of overall professional experience, including at least 5 years of demonstrated experience working in an NGO/International NGO (iNGO) USAID MNCH project implementation** in Bangladesh.
- Must have significant experience working closely with the Union, Upazila government health and Family Planning, LGI, and Community leaders.

Age Limit:

- Age at most 45 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Technical Expertise:

- Knowledge and experience in **Health System Strengthening (HSS)**,
- **Quality Improvement (QI) methodologies, Facility Readiness, and Epidemic Preparedness.**

Additional Requirements

- Minimum 5-6 years of relevant work experience in project implementation, finance, or administrative support in donor-funded development programs.
- Familiarity with Health systems in Bangladesh and knowledge of the disease outbreak response activities at the upazila and below.
- Demonstrated experience in event coordination and partner liaison.

- Strong skills in documentation, communication, and record-keeping.
- Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint & Web browsing).
- Demonstrated proficiency, particularly related to recording, reporting, and the national HMIS (DHIS2–DGHS) and DGFP MIS, LMIS, HRMIS systems and M&E tools for program monitoring and evaluation
- Strong written and verbal communication skills in Bangla and English.
- Familiar with child safeguarding and anti-harassment policy.
- To work in a Team.
- Familiar with child safeguarding and anti-harassment policy.
- To be non-discriminatory and gender sensitive

Key Competencies:

- Strong organizational and multitasking abilities.
- Strong Facilitating, Organizing, and Management capacity of Capacity building training orientation, workshop, and seminar.
- Effective interpersonal communication, coordination, and liaison skills.
- Ability to work under pressure and meet tight deadlines.
- Commitment to transparency, accountability, and high ethical standards.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- **To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026**
- **Please check the job description details before applying <https://www.ric-bd.org/news-career>**
- **PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.**

8. Position: Upazila Facilitator-Community Engagement

Application Deadline: 08/02/2026

Published: 29/01/2026

Employment Status

Full Time

Summary

- Vacancy: 17

Location:

Upazila level at Rajshahi and Chapainawabganj districts.

Duration: Project Period

Required Qualifications and Experience

Education:

- Bachelor's degree in Social Science, Public Administration, Business Administration, Public Health, Development Studies, or related field (master's preferred).
- Bachelor's in any discipline/Diploma in Medical Faculty (DMF)/ Diploma in Medical Assistant.

Experience:

- Minimum of **6 years of overall professional experience, including at least 3 years of demonstrated experience working in an NGO/International (iNGO) USAID MNCH project implementation** in Bangladesh.
- Must have significant experience working closely with the Upazila, Union, and below-level government health and Family Planning, LGI, and Community leaders.

Age Limit:

- Age at 45 Years.
- Age limit may be relaxed for highly qualified and experienced candidates.

Technical Expertise:

- Knowledge and experience in **Health System Strengthening (HSS)**,
- **Quality Improvement (QI) methodologies, Facility Readiness, Epidemic Preparedness, and community engagement.**

Additional Requirements:

- Minimum 4-5 years of relevant work experience in Maternal Newborn Care Health and Nutrition project implementation, or administrative support in donor-funded development programs.

- Familiarity with Health systems in Bangladesh and knowledge of the disease outbreak response activities at the upazila and below.
- Demonstrated experience in event coordination and community engagement.
- Strong skills in documentation, communication, and record-keeping.
- Excellent proficiency in Microsoft Office (Word, Excel, PowerPoint & Web browsing).
- Demonstrated proficiency, particularly related to recording, reporting, and the national HMIS (DHIS2–DGHS) and DGFP MIS systems and M&E tools for program monitoring and evaluation.
- Familiar with child safeguarding and anti-harassment policy.
- To work in a Team.
- Familiar with child safeguarding and anti-harassment policy.
- To be non-discriminatory and gender sensitive

Key Competencies:

- Strong organizational and multitasking abilities.
- Strong Facilitating, Organizing, and Management capacity of Capacity building training orientation, workshop, and seminar.
- Effective interpersonal communication, coordination, and liaison skills.
- Ability to work under pressure and meet tight deadlines.
- Commitment to transparency, accountability, and high ethical standards.

Salary and benefits:

- As per the project-approved budget

Apply Instruction (Hard Copy):

- ***To apply for this position, please submit your CV, NID, academic, training, and experience certificates to the Director, HR & Admin, House# 88/A, Road# 7/A. Dhanmondi, Dhaka-1209 by : 08/02/2026***
- ***Please check the job description details before applying <https://www.ric-bd.org/news-career>***
- ***PLEASE MENTION THE “POSITION NAME” IN THE SUBJECT LINE AND TOP OF THE ENVELOPE WHEN APPLYING.***