TRANSPARENCY
INTERNATIONAL
BANGLADESH
Social movement against corruption

Position: Deputy Coordinator
(One position- based in Dhaka)
Grade: 3, Step: 1, Gross Monthly Salary: 140,606

Transparency International Bangladesh (TIB) is inviting applications from Bangladeshi nationals for the position of Deputy Coordinator, for a project titled **Strengthening Integrity and Accountability in Sexual and Reproductive Health Systems.** The project aims to enhance the quality, transparency, and accountability of Sexual and Reproductive Health and Rights (SRHR) services by monitoring selected health facilities in the country and advocating with relevant stakeholders at local, regional, and national levels.

The Deputy Coordinator is expected to join in February 2026 and serve until December 2026, renewable subject to extension of the project and mutual agreement. The incumbent will be based in Dhaka, with field visits as necessary.

Responsibilities:

Reportable to the Executive Director, the Deputy (Project) Coordinator will be responsible to:

- Lead the overall planning, designing, coordinating, and implementing the project, in terms of developing operational plans, project activities, including meetings, workshops, capacity building training, supervising data collection, dialogues, and campaigns engaging relevant actors and decision-makers in coordination with TIB stakeholders, where appropriate
- Ensure timely completion of all planned activities, including health facility assessment, routine monitoring, advocacy meetings, and engagement
- Act as the primary focal point for the project to coordinate with donors, national, and international stakeholders
- Provide direct supervision, mentoring, and performance oversight of Community Facilitators who will regularly monitor the selecected health facilities and collect relevant data from the service reciepients, community people and the local authorities
- Support capacity building of Community Facilitators through on-the-job guidance, refresher training, and quality feedback
- Provide technical oversight of selected health facility monitoring and data collection, ensuring strict adherence to approved indicators, verification protocols, and data collection methodologies
- Conduct regular review meetings to monitor progress, address operational challenges, and ensure adherence to ethical and safeguarding standards

- Ensure data quality and digital compliance by reviewing submitted data for completeness, consistency, and credibility to ensure effective use of digital data collection platforms (e.g., Kobo).
- Conduct quantitative research, including data analysis, interpretation of findings, development of clear and compelling data visualizations, and preparation of evidence-based policy briefs grounded in research results.
- Provide/share quality data for visualization in the dashboard to monitor the performance of the concerned health facilities
- Lead/facilitate community engagement meetings and advocacy meetings at the health facilities, district, and national levels
- Lead the preparation of periodic work plans, budget, preparation, and monitoring of the implementation of the project budget and expenses of the programme events/activities consistent with the expected results
- Represent TIB at relevant high-level forums and engage in advocacy and communication with key stakeholders.
- Lead and ensure periodic reporting and liaison on project implementation to the funding authorities, and the NGO Affairs Bureau (NGOAB).
- Undertake project–related field visits out of Dhaka as and when necessary.
- Lead, oversee and ensure the day-to-day operations and delivery of the project outcome through monitoring, evaluation and learning in collaboration with MEL, MIS, internal audit, HROD and other management support units as well as relevant core programme streams of TIB.
- Perform any other tasks assigned by TIB management.

Eligibility: Only female candidates shall be considered.

Educational Requirements

- Applicants must have a Master's degree with Honours in a social science discipline. Master's degree in Public Health, Health Economics, Development Studies, Governance Studies, Anthropology, and Sociology will be given preference.
- Candidates having experience or a general understanding of governance and anti-corruption, ,and SRHS in particular will have an advantage.
- Candidates with a third division or a GPA below 2 in SSC/HSC or a CGPA below 2.5 as applicable are not considered to meet the necessary requirements.

Other Skills and Requirements

- Proven experience in SRH programming, including conducting SRH-related research and involvement in multi-country collaborative projects, is strongly preferred.
- Supervision and monitoring capacity of real-time data collection using an online platform (e.g., Kobo) and managing panel data at the household and/or facility level
- Proven expertise in quantitative data processing and analysis using statistical software like STATA/R

- Demonstrated ability to organise and coordinate multi-stakeholder meetings, including government, non-government, and international stakeholders, and to facilitate advocacy sessions through effective dissemination of project findings.
- Experience in budgeting, donor and other stakeholder reporting, and resource mobilisation in close collaboration with donors and relevant stakeholders.
- Expertise and experience in social mobilisation, participatory campaigns on governance and anti-corruption will be an added advantage.
- Sound computer skills as well as good word processing skills in both Bangla and English, using MS Word, PowerPoint, Excel, etc.
- Integrity, team building, and due regard to professionalism are some core attributes that the candidate needs to possess.
- Excellent communication and interpersonal skills, in both Bangla and English, and teamwork & leadership qualities.
- Skills and capacity in terms of leadership, supervision, multi-tasking, communication, staff management, problem solving, and grievance redress.
- Must be comfortable working with people of diverse age groups having different social, gender, ethnic, religious, economic, and professional identities.
- Strong organisational and time management skills and ability to work under pressure and meet deadlines.
- Self-motivation and orientation towards set goals, demonstrating accountability, initiative, creativity, and focus in a rapidly changing and intellectually stimulating environment.

Experience Requirements

- Candidate must have a minimum of 8 (eight) years of experience in health and/or SRH related project implementation in any development organisation/NGO/ not-for-profit sector, of which at least 5 (five) years in a managerial position.