



# FPAB

■ ■ ■ ■ Protects Sexual and Reproductive Health Rights ■ ■ ■ ■



## Coordinator-cum-Secretary – Project RMA Unit

The Family Planning Association of Bangladesh (FPAB) is the largest family planning non-government organisation in Bangladesh, providing reproductive health information and services to over 10 million people. As an accredited member of the International Planned Parenthood Federation (IPPF), FPAB handles projects funded by large international donors and unilateral organizations.

*To operationalise its multi-faceted resource mobilisation strategy, FPAB is looking for Coordinator-cum-Secretary – Project RMA Unit*

Under the supervision of the Director (EARM), the Coordinator-cum-Secretary – Project resource Mobilisation Awareness (RMA) Unit will:

- Document all PRMA activities
- Coordinate and support national advocacy network secretariat

### Key functions and responsibilities

1. Provide secretarial, administrative and logistics support to the PRMA Unit including the national advocacy network secretariat
2. Provide assistance to advocacy-related documentation
3. Organise workshop, seminar, roundtable meeting for advocacy work
4. Provide assistance to coordinate national advocacy network
5. Assist to prepare project reports as per the PRMA requirements
6. Coordinate and record financial transactions with network members

### Education and Qualification

- Bachelors degree in Social Science or health-related discipline
- Marked experience in documentation, accounting and office management
- Experience of working in a reputed NGO or health sector organisation would be an added advantage

### Skills

- Excellent interpersonal skills.
- Excellent written communication skill is essential.
- Good IT skill in Excel, Word and use of database
- Fluency in English and Bangla

**Remuneration package:** Depending on experience and capabilities, up to Bangladeshi Taka 40 thousand per month (inclusive of benefits).

Those who are interested to apply for the above position should submit their CV, along with a short covering letter, in a sealed envelope superscribed with the position applied for. Your application should reach by courier, fax or e-mail within May 3, 2008 at the following address : Director General, FPAB, 2, Naya Paltan, Dhaka-1000, Bangladesh. Fax : 88-02-8313008, E-mail: masud@fpab.org

**Closing Date : May 3, 2008**