

VACANCY ANNOUNCEMENT

Transparency International Bangladesh (TIB) is inviting applications for appointment on contract basis for the position of Assistant Community Facilitator for its project titled “Strengthening Integrity and Accountability in Sexual and Reproductive Health Systems in Bangladesh”

Title of the Position : Assistant Community Facilitator
Contract Period : 6 (six) months
No. of Vacancies : 02 (Two) persons
Work Station : Lakshmipur

Programme Overview:

The programme aims to strengthen the quality, integrity, transparency, and accountability of Sexual and Reproductive Health and Rights (SRHR) services through evidence-based community monitoring at Union Health & Family Welfare Centres (UH&FWC) and engagement with community and relevant stakeholder. By conducting regular facility monitoring, data-driven advocacy, and stakeholder dialogue, the initiative seeks to improve quality of service delivery and there by protect the rights of women and girls.

Job Description:

- Coordinate all kind of facility monitoring, related data collection and subsequent community engagement as well as engagement with authority at the local level.
- Conduct regular monitoring visits to assigned UH&FWCs to carry out facility observation using structured observation format.
- Form community volunteer groups and facilitate their engagement in health facility monitoring and advocacy activities.
- Organise and facilitate capacity-building training for community volunteer groups to strengthen monitoring and advocacy skills.
- Conduct client exit interviews (CEIs) with SRHR service recipients following approved questionnaires and ethical standards.
- Collect relevant information from upazila-level offices (e.g., commodity supply, stock status) as assigned.
- Record and submit all monitoring data using digital data collection tools (e.g., Kobo Toolbox) within the agreed timelines.
- Ensure accuracy, completeness, and consistency of collected data.
- Maintain confidentiality and protect the privacy of service recipients and facility staff.
- Organise and facilitate of community engagement meetings adjacent to health facilities.
- Organise and facilitate facility-level and district-level advocacy meetings by sharing aggregated findings and community concerns.
- Ensure proper documentation of meeting/discussion/workshop
- Immediately report any risks, resistance, or incidents to the Project Coordinator.
- Any other tasks assigned by the management.

Qualification/Requirements:

- Applicants must have a Master's degree with Honours in any discipline. Preference will be given to candidates with a background in social sciences.
- 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.
- Prior experience in community work, social mobilisation, monitoring, or survey data collection is preferred.
- Experience of working in the field of SRHR, local health facilities and community dynamics is strongly desirable.
- Willingness and ability to conduct regular field visits.

Eligibility: Only female candidates shall be considered. The candidate must currently reside in the area under Lakshmipur Sadar Upazila.

Remuneration:

- Tk. 27,843 (Twenty-seven thousand eight hundred forty-three) per month (consolidated).

Expected Date of Joining: April 1, 2026

Before applying for the position, please visit <https://career.ti-bangladesh.org/job/241>.

Interested candidate within the age limit of 35 years who fulfils the above requirements are requested to apply through above mentioned link. Only short-listed female candidates will be invited for viva-voce.

Last date of submission: March 04, 2026