Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. Based in Zurich, Swisscontact currently employs over 1,400 staff worldwide and manages projects in 36 countries on behalf of public and private donors.

Swisscontact Bangladesh invites applications from qualified candidates for the following position:

**Officer-Partnership and Innovation, ASTHA**

**Position**: Officer-Partnership and Innovation, ASTHA  
**Location**: Dhaka with regular visits to field locations  
**Duration**: Initial contract of one year; based on performance and budget may be extended upto  
**Reports to**: Manager-Interventions Portfolio, ASTHA, Swisscontact Bangladesh

**Background of ASTHA:**
Access to healthcare in rural communities is a major concern in Bangladesh primarily due to dearth of skilled healthcare workforce. There are alarmingly 0.66 healthcare providers per 1000 population in the country while the WHO recommendation is 2.28 per 1000 population. The project “Achieving Sustainability Towards Healthcare Access” (ASTHA; formerly known as TARSAN) was introduced in 2011 to address this gap. Jointly funded by Novartis, Julius Baer Foundation and Swisscontact, the project aims to improve access to quality healthcare service at rural level through development of skilled Community Paramedics.

Phase II is the latest phase of ASTHA which is a four-year project (2019 – 2022) designed to facilitate the improvement and retention of community paramedic services in rural Bangladesh, providing Basic Primary Healthcare services including Maternal and Child Health and Family Planning. The project operates in seven districts namely, Sunamganj, Sylhet, Patuakhali, Barguna, Nilphamari, Lalmonirhat and Rangpur. In phase II, ASTHA aims to reach 183,250 people with quality health treatment, 270,000 community members with information about and access to better healthcare service through Community Paramedics and quality referral to specialist physicians. Moreover, it also aims to facilitate employment of 73% of Community Paramedic graduates (on average) from each annual batch of trainees, where the self-practicing Paramedics will be earning 20% higher income (on average) every year.

**Purpose of the Job**
Acquiring partnerships for project’s sustainable goals and assist the Manager with interventions implementation.
Essential Functions and Responsibilities

Overall Responsibilities

- Assist the team in scoping partnerships with relevant public, private and academia service providers, e.g. new training institutes, e-health platforms, pharmaceutical companies, for imparting knowledge & enhancing skills and business opportunities of Community Paramedics. Besides, other partners/associations/marketing agencies that will support in promoting Community Paramedic programme as well as Community Paramedic Services;
- Develop procurement ToRs, MoUs, and other necessary documents required for acquiring consultants, partners, vendors etc.
- Initiate research and brainstorm innovative solutions for quality controls: integrate technological innovations and ensure CP operations can be refined;
- Strategize on business development of CP entrepreneurs with the team;
- Facilitate technology providers and other private sector healthcare providers in preparing incentivised models to improve CP service quality and effective referrals to specialist providers (doctors, hospitals, etc.);
- Make regular field trips to monitor program implementation, follow-up of employed graduates and meet with partners/associates/beneficiaries/stakeholders;
- Assist scoping for funds and opportunities in further business/funding development of the project;
- Explore innovative solutions to enhance Community Paramedic business & services;
- Assist the project to facilitate and manage in policy related interventions, especially those policies that help to improve the compliance of CP services. Conduct survey/study to measure the impact on the ground;

Communication and Reporting

- Support the Coordinator- MRM, Knowledge Management & Communications in drafting project reports (semester report, annual report, monthly donor update report, management letter)
- Assist communication team to develop and/or edit and update communication materials (case studies/success stories on beneficiaries) for internal and external distribution, and broadcasting partnerships-related news;
- Assist the team leader in writing reports, concept notes and proposals on a regular basis;

Others:

- Organize and coordinate meetings, seminars, knowledge events, as and when required, to discuss project’s sustainable and scalable scopes, business models, leverages, etc.;
- Checking and verifying bills/invocies that comes form field offices on a regular basis;
- Conduct any other task on mutual consent assigned by the supervisor.

Skills and Experience

Core

- Ability to work productively in highly collaborative settings while also able to function independently;
- Demonstrate ability to manage complexity and to prioritise multiple tasks;
- Proficient in written and oral communication both in Bangla and English;
- Ability to communicate clearly with project beneficiaries and other target groups;
- Work with trustworthiness and integrity and is committed to Swisscontact's core values;
- Demonstrate awareness and sensitivity to gender and diversity (including sensitivity towards differently able people);
- Demonstrate curiosity to learn and acquire knowledge from vastly different sources;
- Willingness to travel on short notices for longer duration.
Technical

- Graduate in Business/Economics/Development Studies/Statistics/Anthropology or other relevant disciplines of Social Science;
- At least two years of relevant professional experience in development organisations/projects/programmes and familiar with partnership management
- Excellent working knowledge of computer applications like MS Office (Excel, Word, Outlook, PowerPoint) and familiar with graphic design/communication visuals etc. will be added advantage;
- Experience of working with local, national NGOs and INGOs will be an advantage.

Physical Demand

Field visits play a large part in the incumbent’s activities; as such, it is expected that the incumbent is willing and able to take part in such activities as needed and sometimes under short notice.

Working Conditions and Environment

This will be applicable in accordance to the Swisscontact Staff Manual.

Application details

Please email your application form along with a cover letter (elaborating your competencies for the position and expected salary) to bd.recruitment@swisscontact.org addressing Head of Business Administration, Swisscontact Bangladesh.

The job description and the application form can be downloaded from our website https://www.swisscontact.org/en/country/bangladesh/work-with-us/jobs.html. Please mention the name of the position applied to in the “subject” line of your email. Applications must be submitted on or before 28 June 2020.

Only short-listed candidates will be contacted for final selection process.

Swisscontact is an equal opportunity employer. We strongly encourage female professionals to apply.