

Government of the People's Republic of Bangladesh
Ministry of Health and Family Welfare
Health Services Division
National Tobacco Control Cell
Ansary Bhaban (4th floor), 14/2, Topkhana Road, Dhaka-1000
Web: www.ntcc.gov.bd

Memo.No: MOHFW/HSD/NTCC/Recruitment/2023/04/1876;

Date: 14/06/2023

Vacancy Announcement

National Tobacco Control Cell (NTCC) is the main functional arm for tobacco control of the Health Services Division, Ministry of Health and Family Welfare in Bangladesh. NTCC is currently implementing a project funded by 'The Union' entitled 'Strengthening of Tobacco Control in Bangladesh through Institutionalization of NTCC, FCTC Compliant TC Framework & Implementation of NTCP'. NTCC is inviting application from deserving candidates for the position of **"One (1) Program Officer"** under the above mentioned project.

The academic qualifications, job responsibilities, previous experience, job duration, other skills, application procedure and all required information to apply for this position are available at the NTCC's Website [following link: <https://ntcc.gov.bd/page/Recruitment>].

Candidates fulfilling all the criteria are requested to apply following the procedure described in detail at the above mentioned link by 4th July, 2023. Only short-listed candidates will be invited for further selection process.



(Hossain Ali Khondoker)
Coordinator (Additional Secretary)
National Tobacco Control Cell
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Terms of Reference

Name of the Position	Program Officer	
Number of Position	01	
Duty Station:	Dhaka, Bangladesh	
Expected Start Date:	Within 30 days after final selection	Duration: Initially up to 31.03.2024 (renewable based upon satisfactory performance & fund availability)
Salary	An attractive consolidate salary [including benefits, taxes & other payments] will be offered as per Project budget.	
Main Tasks:	Provide support for the effective implementation of i) ‘Strengthening of Tobacco Control in Bangladesh through Institutionalization of NTCC, FCTC Compliant TC Framework & Implementation of NTCP’ entitled project and ii) Smoking and Tobacco Product Usage Control Program.	
Reports to	Coordinator, National Tobacco Control Cell, Health Services Division, MoHFW.	
Job Responsibilities:		
Under the guidance of the Project Director and Coordinator, NTCC; the ‘ Program Officer ’ will provide technical assistance to the above mentioned project & program. She/he will be responsible for:		
<ul style="list-style-type: none"> ➤ Provide full support to effectively implement all the activities under ‘Strengthening of Tobacco Control in Bangladesh through Institutionalization of NTCC, FCTC Compliant TC Framework & Implementation of NTCP’ entitled project. ➤ Develop an action plan to effectively utilize government allocated revenue budget for tobacco control following the rules & regulation for upcoming years; ➤ Provide support for finalization of National Tobacco Control Program (NTCP) for utilization of health development surcharge; ➤ Provide support for the process required for allocation of revenue budget on tobacco control every year. ➤ Prepare draft & then detailed budget estimate after initial allocation of revenue budget; ➤ Provide support to prepare & finalize Annual Procurement Plan (APP) following Public Procurement Act (PPA) & Public Procurement Rules (PPR). ➤ Provide support and assistance on procurements of goods/works/service and other administrative & managerial procedure on revenue budget following PPA & PPR. ➤ Provide support to build capacity of taskforce members, authorized officers and focal points under revenue budget through organizing training/meeting/seminar/workshop at central/divisional/district/upazila level. ➤ Provide support to conduct survey & research from revenue budget on tobacco control following PPA & PPR: <ul style="list-style-type: none"> • develop standard protocol/SOP/guideline for conducting operational research/survey; • monitoring, supervision, documentation, publication and dissemination of research/survey results. ➤ Provide support for Mass Media Campaign from revenue budget through: <ul style="list-style-type: none"> • collaborating with concerned division and other stakeholders for initiation, drafting, preparation, finalization of Mass Media Campaign tools (anti-tobacco 		

TV spot/advertisement, anti-tobacco newspaper material, bill-board design, specification etc.);

- providing assistance to conduct mass media campaign in BTV and other private TV channel to create awareness on tobacco control law in collaboration with concern divisions and stakeholders;
 - organizing mass media campaign in National Daily Newspapers and outdoor media like billboards to create awareness on tobacco control law in collaboration with concern divisions and stakeholders;
- Provide support in developing, printing and dissemination of various anti-tobacco IEC materials (books, info-graphs, factsheets, sticker, manual, signage etc.) throughout the country.
 - Coordinate with all the stakeholders working on tobacco control including relevant government and non-government agencies;
 - Provide support to celebrate World No Tobacco Day every year with focus to raise awareness on TC law:
 - at central level through proper planning, developing and publishing newspaper supplements, arrange national discussion and award giving program, arrange colorful rally & fair etc.;
 - at district and sub-district level by disbursing money from revenue budget and sending guideline on how to celebrate it.
 - Performing supervisory visits to divisions, districts and upazila level when necessary;
 - Ensure proper monitoring, reporting and documentations of all activities performed under this revenue budget program.
 - Provide support for final approval of National Tobacco Control Policy and National Tobacco Cultivation Control Policy;
 - Provide support to develop and adopt a guideline aligned with WHO FCTC Article 5.3 and any other guidelines/strategy paper on tobacco control;
 - Provide support for further amendment of existing TC law;
 - Provide support to institutionalize the implementation of Tobacco Control Law;
 - Organize coordination meeting with all tobacco control stakeholders, National Taskforce committee meeting, project implementation committee and project steering committee meeting;
 - Provide support on the existing efforts to increase tobacco tax;
 - Prepare project related monthly, quarterly and annual report;
 - Performing any other related duties assigned by the authorities.

Educational Qualifications, Experience & other Skills:

Educational qualification	➤ Master's in public health/ social science/ development studies/ MBBS and any other relevant discipline.
Working experiences	<ul style="list-style-type: none"> ➤ At least 7 years of working experiences in national/international organization in the field of public health. [with valid experience certificates from competent authority] ➤ Experiences in implementing project/program is desirable. ➤ Working experience on tobacco control program and with government setup will be an added advantage.
Computer and internet skills	Highly skilled in Microsoft office (MS-word, Excel, Power Point), typing, internet browsing, social media & website maintenance etc.;

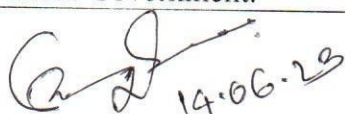
Language skills and written skills	Proficiency in both Bangla and English is mandatory.
Other Skills	<ul style="list-style-type: none"> ➤ Experiences in working with a team and demonstrated leadership ability to handle multiple tasks in fast-paced environment. ➤ Travel frequently all over Bangladesh. ➤ Strong interpersonal skills and ability to work effectively in a team-based environment and under tight time constraints. ➤ Ability to provide the full range of operational assistance with independent responsibility. ➤ Should possess effective presentation)multimedia, slide, and oral(skills.
Exclusion criteria:	<ul style="list-style-type: none"> ➤ Tobacco & drugs users of any kind are strictly discouraged for this position. [necessary diagnostic test/investigations will be done for short-listed selected candidates before final recruitment.] ➤ Any kind of relation with Tobacco Industries. ➤ Not fit for extensive travel at the district and Upazila levels. ➤ Age more than 45 years.

Application Procedure:

- Apply with a detailed CV clearly mentioning your **1) Personal details** [name, age, sex, parents name, present/ mailing address, permanent address, email, mobile number etc.]; **2) Academic qualification** [name of degree & institution, year of passing, result etc.]; **3) Working experience** [clearly mentioning total year of experience, name of organization, designation, responsibilities etc.]; **4) Computer and internet skills**; **5) Language skills**; **6) Others skills**; **7) Trainings**; **8) References** [at least two professional referees under whom you worked].
- A cover letter must be submitted along with the CV clearly mentioning the position name and your eligibility for this position.
- Please send your completed application (hard copy) by GEP (guaranteed express post) to National Tobacco Control Cell, Ansari Bhaban (4th floor), 14/2 Topkhana Road, Dhaka-1000.
- Also send your completed application (soft copy) to us by mail: ntcc_bangladesh@yahoo.com
- Please mention 'Application for the position of Program Officer' on your envelop and mail subject.

This vacancy announcement in no way create any obligation to NTCC to award a contract, and NTCC will not pay any conveyance or cost incurred for submission of the application.

By submitting your application materials, you certify that all the information on and attached to the application is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the application to be investigated. False or fraudulent information on or attached to your application may result in you being eliminated from consideration for this position, or being terminated even after final selection, and may be punishable as per the rules of Bangladesh Government.

 14.06.23

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