MHM Coordinator (One position)

House of Volunteers Foundation Bangladesh (HOV) is looking for an enthusiastic young professional to take lead of their Menstrual Hygiene Management (MHM) project. Through this project, HOV creates awareness among Bangladeshi adolescents in urban, sub-urban and rural settings about menstrual health and hygiene management.

EMPLOYMENT TYPE: Full-time (Contractual)

DUTIES AND RESPONSIBILITIES:

- The MHM coordinator will be in charge of stakeholder management and communications for the project
- Will prepare and maintain all required documentations for the project
- Will contribute in research and content writing
- Will contribute in building new financial and technical partnerships as required besides -maintaining professional relationship with the current stakeholders
- Will lead student volunteers of the University chapters of HOV who will work for project implementation
- Will travel in and out of Dhaka as per needs
- Will control and update social media handles of HOV related to the project.

EDUCATION and/or EXPERIENCE:

- Minimum Bachelor's (Hons.) degree from any reputed university in Public Health/Social Welfare/Gender studies or any relevant discipline
- At least 6 months working experience in a relevant development programme Candidates who have worked in MHM and/or WASH based projects will be prioritized.

QUALIFICATIONS AND SKILLS:

- Good command over written and spoken Bangla and English
- Proficient in Microsoft Word, Excel, PowerPoint and trending tools for design and documentation
- Basic sense of fund management and budgeting
- Ability to work with rural adolescents in remote areas of Bangladesh
- Punctual, responsible, quickly adaptable to changing organizational dynamics/circumstances.

JOB REQUIREMENTS:
40-48 hours per week with flexible working hours and days. Hours of work need to be flexible based on the needs of the program and may change during certain times of the year. Presence is required for the on-site events.

COMPENSATION:
Monthly salary BDT 18,000-20,000/- (excluding TA,DA and other costs related to project related travels; no bonus).

Please send your Cover Letter (1 page), Resume (max 2 page) including at least 2 references to **hovbangladesh@gmail.com**
The subject line of the email shall be "**MHM Coordinator**".

Application Deadline: 15 March, 2024

About House of Volunteers Foundation (HOV)

House of Volunteers Foundation (HOV) Bangladesh is a student-led, community-based volunteer organization. The main objective is to voluntarily work on low-cost, high-impact solutions to bring improvements in the education, health and environmental sectors.

Vision: A world where all young people hold power to learn, create opportunity and contribute positive change to society.
Mission: To help young people design low-cost, high-impact sustainable solutions by focusing on education, technology, and the environment.
Values: Respect and humility, Collaboration, Cost consciousness, Focus on impact, Learn and develop.

HOV was registered as a non-profit organization in Bangladesh in 2009 under the societies registration act. HOV works in a collaborative model and provides a volunteering platform for university students on skill-based activities beyond conventional volunteering activities. HOV encourages personal growth amongst members by providing them with an opportunity to work on solving real-world problems around them, providing a platform for networking.

HOV has 200 professional and student members in Bangladesh and abroad under its three student chapters and one country chapter. Current focus areas of the HOV's programs are water, mental health and volunteer development.

HOV strongly believes in diversity and is committed to ensuring an equal opportunity recruitment process.

Facebook page: http://facebook.com/hovbd/
Website: http://houseofvolunteers.org/
LinkedIn: www.linkedin.com/company/house-of-volunteers-foundation-bangladesh