



**Partners in Population and Development (PPD)**  
An Inter-Governmental Organization  
Promoting South-South Cooperation

## **Job Description of SSCAF Consultant**

### **Short Term Consultancy at PPD Secretariat for South-South Cooperation Assistant Fund (SSCAF) Project:**

The Partners in Population and Development (PPD) is a global Inter-Governmental Organization (IGO) that comprises 27 developing countries across Africa, Asia, Latin America, and the Middle East. With its representation of more 60% of the world's population. This South- South Cooperation Assistant Fund (SSCAF) project presents the best example of South-South Cooperation (SSC) by promoting the friendship and solidarity among developing nations and improving the lives of their people. And these are the principles and foundations of Partners in Population and Development (PPD) since its launching in 1994 in Cairo during ICPD. Both the SDG and ICPD are committed, among others, to reduce the maternal mortality within a foreseeable timeframe.

### **Duration of the contract :**

6 Months (April to September 2023). Possibility to extend the contract based on satisfactory performance.

### **Job Responsibilities:**

- Assist and lead project activities in accordance with the project work plan and budget under the supervision of Project Coordinator.
- Need to maintain strong liaison with the Ministry of Health Family Well Fare (MoHFW), Directorate General of Family Planning (DGFP), and Upazilla-level stakeholders for the successful implementation of the project activities.
- Organize training workshops for the health service provider district and Upazila level.
- Organize advocacy and awareness events at the community level.
- Prepare background documents for the meetings and provide a report on the meeting/ workshop.
- Prepare a report for the donors and other external agencies under the supervision of the Project Coordinator.
- Collaboration across departments, and Performing cost calculations and coordinating budgets with financial departments

- Ensure appropriate recording and accounting documentation as required by donors and preparation of required reports.
- Ensure the timeliness and quality of the outputs as well as timely preparation of reports on achievements and challenges faced within the project.
- Presenting project progress updates timely manner.

### **Qualification/Experience/Other Skills:**

- Bachelor in Social Science/ Public Health/ Development Studies or any other discipline from any recognized university with minimum 2nd Class or equivalent GPA/CGPA in all academic examination. Master Degree holders will get preference.
- 3-4 years of relevant professional experience in Health, Population and Development field preferably with non-profit national and international organizations.
- Good analytical, project management and programme implementation skills
- Should have the capacity to prioritize tasks and meet deadlines.
- Proficient in using standard computer applications.

### **Job Location:**

PPD Office, Dhaka. For the project implementation purpose need to travel to the Manikganj and Gazipur district.

### **Salary and other benefits:**

Negotiable (as per the standard market rate)

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Interested candidates matching the requirements are requested to submit their applications along with detailed CVs by 05 April 2023, addressed to:

#### **The Officer-in- Charge**

Partners in Population and Development (PPD)

Plot- 17 B & C, Block- F, Agargaon Administrative Zone, Sher-E-Bangla Nagar, Dhaka- 1207

Email: [jobs@ppdsec.org](mailto:jobs@ppdsec.org)

PPD is an equal opportunity employer. Female candidates are encouraged to apply.

Only the short-listed candidates will be contacted for interview.