JOB DESCRIPTION

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | **Field Coordinator** |
| **Project:** | **Walk for Life (WFL): Protecting and Supporting Children with Clubfoot to overcome Physical and Social Challenges Project** |
| **Number of positions:** | 2 (Comilla and Cox’s Bazar) |
| **Company:** | United Purpose |
| **Location:** | Based in Comilla and Cox’s Bazar |
| **Contract type:** | Fixed Term (Project duration: 9 months initially), but may be extendable upon satisfactory performance and availability of funds. |
| **Hours:** | Full time |
| **Reports to:** | Project Lead, Walk for Life (WFL): Protecting and Supporting Children with Clubfoot to overcome Physical and Social Challenges Project |
| **Grade:** | IV |
| **Salary and Benefits** | BDT 52,137.00 Per Month including all fringe benefits |
| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in 17 countries, mainly in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in 17 countries in 2022. The group includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance. In 2022, SHA will reach over six million people and invest €45m in over 100 development programs to improve food systems, access to markets, financial services, climate change, gender inequality, and access to clean water, sanitation, and hygiene. |
| **Job Purpose:** | The "Walk for Life" (WFL) project, implemented by United Purpose Bangladesh and funded by MiracleFeet, aims to improve access to sustainable and comprehensive clubfoot treatment. The project addresses physical and social challenges faced by children with clubfoot by covering essential clinic costs, raising community awareness, and enhancing clinical training on the Ponseti method. Key activities include supporting physiotherapists and treatment materials, organizing outreach events and home visits, and providing specialized training to healthcare providers. Additionally, the project strengthens monitoring and evaluation through mobile technology and fosters partnerships with local authorities and global stakeholders. By expanding Ponseti treatment clinics, advocating for sustainable support, and increasing public awareness, the WFL project strives to make clubfoot care accessible, affordable, and inclusive, improving the health and social integration of affected children in Bangladesh.  The Field Coordinator will play a vital role in implementing and coordinating the  activities of the Walk for Life (WFL) project in the assigned districts. The responsibilities include liaising with local health service providers, Ponseti |

|  |  |
| --- | --- |
|  | physiotherapists, and clubfoot care clinics, as well as supporting community engagement, clinical training, organising campaigns and advocacy events, and facilitating collaborations with stakeholders to enhance access to clubfoot treatment and ensure sustainability. The role will also assist the **Project Lead**, Project Officer - CAST and Communications, and support service team in facilitating project activities, and in fostering coordination and networking with stakeholders. |
| **Key Responsibilitie s:** | **Key responsibilities include (not limited to):**   1. **Project Activity Implementation and Clinic Support**    * Coordinate with clinics and physiotherapists to ensure subsidized treatment for underprivileged patients.    * Support clinic staff in maintaining records of follow-up services and brace storage.    * Facilitate and monitor the provision of essential clinic supplies, such as plaster, cotton, braces, and tenotomy kits, to ensure uninterrupted treatment services. 2. **Family Support and Community Engagement**    * Organise community awareness events, including video campaigns, media publicity, and World Clubfoot Day celebrations, to promote early intervention and reduce stigma.    * Facilitate the distribution of posters, leaflets, stickers, and calendars to raise awareness in the target regions.    * Supervise community health workers during outreach and home visits, ensuring families receive accurate information and support to prevent dropouts from treatment.    * Assist in the establishment and operationalization of new clubfoot treatment clinics in the Chattogram region. 3. **Clinical Training and Capacity Building**    * Assist in organizing the clinical training sessions, including Basic and Advanced Ponseti, CAST and CAST Community, and Early Detection and Referral.    * Coordinate with clinicians and physiotherapists in attending refresher courses and professional development programs to enhance treatment quality.    * Ensure healthcare staff are equipped with mobile phones, data plans, and tools for effective monitoring and reporting. 4. **Advocacy and Stakeholder Engagement**    * Facilitate meetings with local authorities, partner physiotherapists, and clinical coordinators to discuss challenges, best practices, and collaboration opportunities.    * Support quarterly review meetings with district and Upazila health complexes to strengthen coordination and expand access to clubfoot treatment services. |

|  |  |
| --- | --- |
|  | * Assist in conducting fact-finding visits and feasibility studies to identify potential areas for collaboration and program expansion. * Represent the United Purpose’s WFL project to the district administrative authority’s NGO coordination meetings at district/upazila levels.  1. **Monitoring, Evaluation, and Reporting**    * Regularly facilitate and monitor district project activities, conduct visits to clubfoot children’s families enrolled in treatment, and assist to M&E support trips.    * Assist in documenting success stories and sharing them with stakeholders to promote the program's impact.    * Prepare and submit periodic reports to the Project Lead and share progress, challenges, and recommendations. 2. **Other Responsibilities:**    * Undertake any additional duties assigned by the line manager to support UPB programmes. |
| **Key Relationships:** | **Internal:** Head of Business Development, Partnerships and Programme Quality, **Project Lead,** Project Officer - CAST and Communications, Ponseti Physiotherapists, and the project’s relevant staff of the Country Office.  **External:** District levels local government authorities, relevant GOB line departments, health professionals and assistants, media, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Qualifications and Experience**   * Minimum a bachelor’s degree in health science, social science, development studies, or a related field (master’s preferred). * Minimum of 3 years of experience in project implementation, community engagement, or healthcare coordination, preferably in child health or disability programmes. * Strong organisational and communication skills with experience in working with local communities and health service providers. * Familiarity with monitoring, reporting, and documentation. * Proficiency in using MS Office * Ability to travel extensively within the assigned location (Feni and Cumilla).   **Skills and Competencies**   * Strong interpersonal and stakeholder engagement skills. * Knowledge of healthcare systems and community-based approaches. * Excellent coordination, planning, and problem-solving abilities. * Fluency in Bangla and proficiency in English (both written and spoken). Fluency in local dialects of Chattogram region will be an added value. |

|  |  |
| --- | --- |
| **Application Procedure:** | Please send your **CV & cover letter** along with the following the link here.   * **Application to be submitted by 25 August 2025.** |

All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**