

Position: Technical Coordinator

Organizational Information	
Reports to:	Director, Health
Direct Reports:	0 <input checked="" type="checkbox"/> 1-2 <input type="checkbox"/> 3-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11+ <input type="checkbox"/>
Unit:	Health System
Location:	Dhaka, Bangladesh
Eligible for overtime:	NA

Project Brief

Ipas is a nonprofit organization working with partners worldwide to advance reproductive health and justice by expanding access to sexual and reproductive health and rights (SRHR) services. Since 2011, Ipas has been working in Bangladesh in collaboration with the Ministry of Health and Family Welfare (MOHFW), its directorates, and other relevant ministries to improve the availability, accessibility, affordability, and quality of SRHR services, with a focus on Family Planning (FP), Menstrual Regulation (MR), and Post-Abortion Care (PAC). Ipas works across rural, urban, and humanitarian settings to ensure women and girls have access to affordable, safe, respectful, and comprehensive SRHR care. The organization also strengthens women’s agency, promotes positive social norms on SRHR, supports evidence generation through research, and advocates for evidence-based policies and their implementation at scale. Its holistic approach to strengthening resilient SRHR ecosystems includes capacity building of the health workforce, health systems strengthening, improved Health Management Information Systems (HMIS) and logistics systems, supportive policy advocacy, and community engagement.

This project supported by The Swedish International Development Cooperation Agency (SIDA) will work for the next three years starting from July 2026 with MOH&FW, health departments of City Corporations, other urban health actors including private sectors and general practitioners (GPs) to strengthen SRHR ecosystems in urban areas particularly in DNCC and DSCC in a sustainable way.

Job Summary

The incumbent will plan and implement initiatives to strengthen SRHR services, particularly Family Planning (FP), Menstrual Regulation (MR), Post-Abortion Care (PAC), and the management of GBV survivors in urban health facilities, especially urban clinics previously operated under UPHCSDP and now transferring under MOH&FW, as well as among private practitioners in DSCC and DNCC. The Technical Coordinator will facilitate capacity-building initiatives through training, mentoring, and onsite support for service providers, and will undertake initiatives to improve facility readiness and quality of care through mentoring, monitoring, and health systems strengthening support. S/he will support compliance with relevant SOPs, proper utilization of equipment and commodities, and strengthening of record-keeping and reporting systems. The role also requires maintaining effective coordination within teams and with government and non-government stakeholders at the local level to enhance the visibility of the organization’s SRHR initiatives. Additionally, s/he will provide technical inputs for event and activity reports in consultation with the Project Manager/focal person and the HS teams.

Key Responsibilities

A. Capacity Building of Health Care Providers to Ensure Quality FP, CMRC and GBV Services

- Collaborate with project teams, MOH Urban Health officials, and facility managers to assess training needs and develop training plans for service providers on family planning (FP), and comprehensive menstrual regulation care (CMRC), and SGBV services.
- Coordinate with health facilities and project teams to ensure training readiness, including preparation of training materials, logistics, technical and administrative arrangements, and issuance of participant notifications.
- Organize and facilitate FP, MR, and PAC training for health care providers, and monitor training quality in collaboration with trainers, ensuring adherence to approved curricula, training methodologies, manuals, and tools.
- Provide technical guidance to trainers and facility focal persons on post-training follow-up and onsite mentoring to support the effective initiation and provision of services in line with established protocols and standards.
- Manage training participant information and evaluation data (pre- and post-tests), maintain updated records in Ipas's data management system (Tera), prepare training reports, and contribute to the continuous improvement of training processes and outcomes.
- Work closely with project teams and service delivery sites to address stigma, strengthen provider attitudes and behaviors, and promote an enabling environment for respectful, client-centered service delivery.

B) Mentoring and Monitoring Support for Quality, Respectful, and Stigma-Free CMR

- Ensure regular monitoring of project-supported health facilities including GP chambers through routine facility visits to ensure adherence to CMRC standards and protocols.
- Provide on-the-job mentoring to service providers to support skill development, retention, and quality improvement, and follow up to ensure a supportive clinical environment.
- Organize on-the-job training and follow-up where gaps in trained providers are identified to ensure adherence to standard guidelines and protocols.
- Conduct Service Progress Reviews (SPR) and provide feedback to service providers, clinical teams, the Ipas HS team, and relevant project members to implement corrective actions.
- Monitor adherence to standard procedures for MR, PAC, and FP services, including infection prevention and control, ensuring respectful and safe service delivery with informed choice for women.
- Assist the team in analyzing gaps, preparing reports, and sharing findings with respective facilities to support quality improvement initiatives.

C) Facility Readiness, Service Recording, and Reporting

- Support the implementation of Whole Site Orientation (WSO), Values Clarification and Attitude Transformation (VCAT) sessions, and Infection Prevention and Control (IPC) orientations for facility managers, service providers, and support staff to promote stigma-free, respectful, and quality FP, MR, and PAC services.
- Ensure the availability and proper use of medical instruments, anatomical models, commodities, logistics, clinical guidelines, protocols, job aids, registers, and reporting tools required for quality FP, MR, and PAC service delivery.
- Liaise with health facilities to ensure adequate infrastructure, dedicated service space, privacy and confidentiality, and the availability of trained providers for quality service delivery.

- Support facilities in maintaining accurate and timely service records, registers, and reports for FP, MR, and PAC services in accordance with national reporting requirements and Ipas standards.
- Monitor the completeness and quality of service data and provide follow-up support to facility staff to strengthen documentation, reporting practices, and data use for service improvement.

D) Internal and External Coordination and others:

- Organize technical review and coordination meetings with facility teams, Ipas, and GoB officials at the local level to regularly review performance.
- Participate in coordination meetings at facility level to maintain an enabling environment for quality MR, PAC, and FP service delivery.
- Maintain effective internal coordination within the team to support implementation of quality CMRC services.
- Maintain external liaison with MoH officials at local and national levels, OBGYN specialists, Heads of Departments, and facility teams to strengthen service delivery and quality assurance.
- Support the Ipas HS team in the development of guidelines, protocols, and job aids related to MR, PAC, FP, and stigma reduction.
- Perform any other duties as assigned.

Qualifications and Experience

- MBBS, master's in public health or relevant area
- Post-graduation training and clinical experience in providing SRH services will be considered as asset.
- 5+ years' experience on MR PAC and Family Planning Service
- Experience working in a clinical environment.
- Skilled in training designing, training conduction and monitoring
- Understanding and experiences about public health systems of Bangladesh is essential.
- Competency in program planning and monitoring
- Computer skill: proficiency in MS Office and data management
- Good professional writing skills in English and Bangla

Employment Status

Full time, Regular

Salary & Benefit

Ipas Bangladesh will offer an annual salary of **BDT 1,661,976** and other benefits as per organizational policies. Benefit includes:

- Provident Fund
- Festival Bonus
- Gratuity
- Health insurance coverage including spouse.
- Life Insurance
- Professional development opportunities

Ipas Bangladesh will seek information from job applicants' previous employers about incidents of sexual exploitation, sexual abuse and/or sexual harassment, and/or child abuse where the applicant was accused and/or found guilty. **By submitting the application, the job applicant confirms that s/he has no previous record of sexual misconduct, abuse and/or sexual harassment, and/or child abuse and s/he has no objection to Ipas Bangladesh requesting information specified above to his/her previous employer.**

Ipas is strongly committed to providing a work environment that is free from all forms of harassment, discrimination, and inequity. We recruit, employ, train, promote, and compensate our personnel without regard to race, age, sex, religion, national origin, color, creed, ancestry, citizenship, marital status, veteran status, military service, disability, genetic information, gender identity, gender expression, transgender status, sexual orientation, or any other personal characteristic protected by law or outlined by Ipas policy.

Ipas is committed to diversity and inclusion in its workforce, and we encourage applicants from diverse backgrounds and communities to apply.

How to Apply

Interested and qualified candidates should send their CV/Resume including at least two professional references, as well as a 'Cover Letter' stating the suitability for the position to [ipac bd jobs](#) by **June 15, 2026**. Only short-listed candidates will be called for the interview. Any form of persuasion in the selection process will automatically disqualify the candidacy.