



The Project for Capacity Building of Nursing Services
Phase II (CBNS-II), JICA
Office: Room #402, Level 3, College of Nursing, Sher-E-Bangla Nagar
(Academic Building), Dhaka-1207

Date: 14th September 2022

Madam Siddika Akter
The Director General
Directorate General of Nursing & Midwifery (DGNM)
Mohakhali, Dhaka.

Subject: Requesting for cooperating on open recruitment advertisement of local consultants for The Project for Capacity Building of Nursing Services Phase II, JICA.

We always sincerely appreciate your continued cooperation and support to the JICA project team.

As we have already shared, the team has been searching for suitable candidates to contribute to our project as local consultants since the project started; however, we are now facing difficulty in reaching the right candidates. Now we plan to make this an open recruitment and would like to request some help from DGNM. The project would be really appreciated if you could advertise our recruitment details on your portal website, which will make it visible for those willing to challenge a new experience to support DGNM activities with JICA team members.

We have attached the detail of open recruitment and TOR for each position. If anything is unclear, please do not hesitate to contact us.

Thank you very much for your great support.

Yours Sincerely,

Yoshie Mizogami
Chief Advisor
Project for Capacity Building of Nursing Services Phase 2
(JICA-Bangladesh Government Technical Cooperation Project)

Attachment: Open recruitment advertisement, TOR for senior consultants and mid-career consultant

Endorsement

Government of the People's Republic of Bangladesh
Directorate General of Nursing & Midwifery
Mohakhali, Dhaka-1212
www.dgnm.gov.bd

No-45.03.0000.008.14.097.2021-1374

Date: 18 September, 2022

Copy forwarded for kind information and necessary action (not according to seniority):

1. Secretary, Medical Education and Family Welfare Division, MOHFW, Dhaka.
2. Secretary, Health Services Division, MOHFW, Dhaka.
3. Director General, Directorate General of Health Services, Dhaka [Attention: AD (Coordination)]
4. Director/Superintendent/Civil Surgeon.....
5. Principal/Instructor Incharge.....
6. Nursing Superintendent/Deputy Nursing Superintendent/District Public Health Nurse.....
7. PMIS Section (for published in the website).
8.
9. Office Copy.

18.09.22

Md. Nasir Uddin
(Deputy Secretary)

Director (Admin, Finance and Budget)
& Program Manager

Nursing and Midwifery Education and Services (NMES)
Directorate General of Nursing & Midwifery
E-mail: info@dgnm.gov.bd

JOB Opportunity

Project for Capacity Building of Nursing Services Phase 2 (CBNS-II)

CBNS-II is the Technical Cooperation Project for Capacity Building of Nursing Services between Japan International Cooperation Agency (JICA) and the Government of Bangladesh.

We look forward to receiving your applications for the following positions. If you are interested in working on any of these positions, please contact us at the Project Office below with a request to obtain detailed information.

We welcome applications from anyone interested in working in JICA Project (with Bangladesh Government staff and Japanese experts) to strengthen Nursing Services in Bangladesh.

Position	Vacancy	Mandatory Requirements	Main Duties
Senior Consultant (Nursing Administration)	1	Registered/retired nurse with more than 20 years experiences in the Government Offices Master's degree holder (Higher educational background / Double Master's degree holder may gain advantages)	The position will be responsible for the following tasks for smooth implementation and achievement of the objective of the Project. (1) Driving the implementation of the Project as a Head of National consultants (2) Taking responsibility for the operation of project activities related to the nursing administration during the absence of Japanese consultants
Senior Consultant (Nursing Education and Clinical Practices)	1	Registered/retired nurse or Lecturer in Nursing BSc program with 20 years experiences in the Nursing College and Hospital Master's degree holder (Higher educational background / Double Master's degree holder may gain advantages)	The position will be responsible for the following tasks for smooth implementation and achievement of the objective of the Project. (1) Driving the implementation of the Project under the Head of National consultants (2) Taking responsibility for the operation of project activities related to the nursing education and clinical practice during the absence of Japanese consultants
Middle-class Consultant (Nursing Administration)	1	Registered/retired nurse with 15 years experiences at least in the Government Offices Master's degree holder	The position will be responsible to deal with the activities related to the Nursing Administration along the Project Work Plan.

Common requirements: Excellent in English and Bengali, adequate computer skills and report writing skill

Remuneration: Commensurate with experiences

Detailed information: e-mail to mothiour1@gmail.com/ Phone call to CBNS-II Office +88 0132 460 0320

Application Procedures: After receiving the documents (Project info and TOR) from the above contact, interested candidates may apply with your detailed Curriculum-Vitae with the cover letter and copies of education and experience certificates. Applicants who pass the document screening will be contacted for an interview. Interview results will be communicated within one week after the last candidate has been interviewed. We prefer the earliest possible start date for successful candidates to begin work.

Notes: Applications will be accepted from government employees who wish to use the Lien Leave Scheme. However, after hired by the Project, the chain of command, duties, titles, and salaries completely belong to the project, and it is prohibited to carry out the work of the current institutions and to receive salary as the government employee. In addition, applicant should apply through their competent authority and the above matters will be clearly stated in the employment contract, and the Lien Leave Scheme usage procedure will be confirmed by letter to the current institutions before the contract will be made.

Deadline of submission of application: 29th September 2022

清上 芳見

Yoshie Mizogami, Chief Advisor, CBNS II

Terms of Reference for Senior Consultant

Project for Capacity Building of Nursing Services Phase 2

Position: Senior Consultant (Nursing Administration)

Location of Work: Dhaka City

1 Duties and Responsibilities

The senior consultant shall undertake the following task in cooperation with Japanese consultants, the other Bangladesh consultants and project administrative staff members for the purpose of smooth implementation and achievement of the objective of the project. The specific activities of the project would be carried out along the Work Plan which will be agreed on among the stakeholders of the project. The work plan is the subject which would be reviewed and adjusted with necessity/annually/when second step will be started.

(1) Driving the implementation of the Project as a Head of Bangladesh Consultants

- 1.1 Provide relevant information on current nursing administration in Bangladesh to Japanese experts.
- 1.2 Support Japanese experts in the coordination and consultation with Bangladesh counterparts for the operation of the Project activities.
- 1.3 Support Bangladesh Counterparts and Japanese experts in the development of manuals, guidelines, and textbooks.
- 1.4 Support Bangladesh Counterparts and Japanese experts in the collection of date indexed PDM.
- 1.5 Support the periodical report on the progress of this project and provide advice on the review of the work plan.
- 1.6 Suggest monitoring the activities of the Project, if necessary.
- 1.7 Conduct field visit to the project sites in particular time based upon the necessity/request by the target nursing Colleges and affiliate Hospitals.
- 1.8 Supervise the Bangladesh mid carrier and junior consultants and administrative staff of the project on their work for smooth operation.
- 1.9 Share the lessons learned and recommendations among the stakeholders of the project appropriately.

- Counterparts mean the Bangladesh government organizations that are responsible for the implementation of the Project, such as the Medical Education and Family Welfare Division(MEFWD) , Directorate General of Nursing and Midwifery (DGNM), Bangladesh Nursing and Midwifery Council(BNMC) , and the target nursing colleges and the affiliate hospitals, include its officials who are in charge of the Project.

(2) Taking Responsibility on the operation of project activities during absence of Japanese experts

- 2.1 Handling full spectrum of coordination with the Counterpart organizations.
- 2.2 Monitor and manage the progress of project activities in constant contact and consultation with Japanese experts.
- 2.3 Support Bangladesh Counterparts to conduct the activities of the Project.
- 2.4 Holding the regular meeting with Bangladesh Counterparts.
- 2.5 Provide advice and instructions to the Bangladesh mid carrier and junior consultants and administrative staff of the project for Japanese experts.

(3) Others

- 3.1 Participate in weekly staff meeting.
 - 3.2 Perform other tasks as per request of Japanese experts and/or Counterparts, as agreeable.
 - 3.3 Submit Monthly Progress Report to Japanese Head of experts at the end of each month. The report shall include the followings.
 - Actual activity of the month
 - Plan of activity of the next month
 - Observation and recommendation
- The Senior Consultant may be required to have frequent online consultation with Japanese experts under the situation of COVID-19 pandemic.

2 Required Product

- (1) Monthly Report including business log for each working day (electronic file)
- (2) All collected data and information
- (3) Reports, materials, and other reports involved in the creation

Terms of Reference for Senior Consultant

Project for Capacity Building of Nursing Services Phase 2

Position: Senior Consultant (Nursing Education and Clinical Practices)

Location of Work: Dhaka City

1 Duties and Responsibilities

The senior consultant shall undertake the following task in cooperation with Japanese consultants, the other Bangladesh consultants and project administrative staff members for the purpose of smooth implementation and achievement of the objective of the project. The specific activities of the project would be carried out along the Work Plan which will be agreed on among the stakeholders of the project. The work plan is the subject which would be reviewed and adjusted with necessity/annually/when second step will be started.

(1) Driving the implementation of the Project as a Head of Bangladesh Consultants

- 1.1 Provide relevant information on current nursing education and clinical practice system in Bangladesh to Japanese experts.
- 1.2 Support Japanese experts in the coordination and consultation with Bangladesh counterparts for the operation of the Project activities.
- 1.3 Support Bangladesh Counterparts and Japanese experts in the development of manuals, guidelines, and textbooks.
- 1.4 Support Bangladesh Counterparts and Japanese experts in the collection of date indexed PDM.
- 1.5 Support the periodical report on the progress of this project and provide advice on the review of the work plan.
- 1.6 Suggest monitoring the activities of the Project, if necessary.
- 1.7 Conduct field visit to the project sites in particular time based upon the necessity/request by the target nursing Colleges and affiliate Hospitals.
- 1.8 Supervise the Bangladesh mid carrier and junior consultants and administrative staff of the project on their work for smooth operation.
- 1.9 Share the lessons learned and recommendations among the stakeholders of the project appropriately.

- Counterparts mean the Bangladesh government organizations that are responsible for the implementation of the Project, such as the Medical Education and Family Welfare Division(MEFWD) , Directorate General of Nursing and Midwifery (DGNM), Bangladesh Nursing and Midwifery Council(BNMC) , and the target nursing colleges and the affiliate hospitals, include its officials who are in charge of the Project.

(2) Taking Responsibility on the operation of project activities during absence of Japanese experts

- 2.1 Handling full spectrum of coordination with the Counterpart organizations.
- 2.2 Monitor and manage the progress of project activities in constant contact and consultation with Japanese experts.
- 2.3 Support Bangladesh Counterparts to conduct the activities of the Project.
- 2.4 Holding the regular meeting with Bangladesh Counterparts.
- 2.5 Provide advice and instructions to the Bangladesh mid carrier and junior consultants and administrative staff of the project for Japanese experts.

(3) Others

- 3.1 Participate in weekly staff meeting.
 - 3.2 Perform other tasks as per request of Japanese experts and/or Counterparts, as agreeable.
 - 3.3 Submit Monthly Progress Report to Japanese Head of experts at the end of each month. The report shall include the followings.
 - Actual activity of the month
 - Plan of activity of the next month
 - Observation and recommendation
- The Senior Consultant may be required to have frequent online consultation with Japanese experts under the situation of COVID-19 pandemic.

2 Required Product

- (1) Monthly Report including business log for each working day (electronic file)
- (2) All collected data and information
- (3) Reports, materials, and other reports involved in the creation

Terms of Reference for Mid carrier Consultant

The Project for Capacity Building of Nursing Services Phase 2

Position: Mid carrier Consultant (Nursing Administration)

Location of Work: Dhaka City

Duties and Responsibilities:

The mid carrier consultant will be responsible to deal with the activities related to the nursing administration along the Project Work Plan.

- 1) Provide relevant information on current nursing administrative in Bangladesh to Japanese Experts.
- 2) Support Japanese experts in the coordination and consultation with Bangladeshi counterparts for the operation of the Project activities.
- 3) Support Bangladeshi Counterparts and Japanese Experts in the development of manuals, guidelines, and textbooks.
- 4) Support Bangladeshi Counterparts and Japanese Experts in the collection of date indexed PDM.
- 5) Support the periodical report on the progress of this project and provide advice on the review of the work plan.
- 6) Suggest monitoring the activities of the Project, if necessary.
- 7) Conduct field visit to the project sites in particular time based upon the necessity/request by the target nursing Colleges and affiliate Hospitals.
- 8) Seek advice from the head of consultant and supervise administrative staff of the project on their work for smooth operation.
- 9) Share the lessons learned and recommendations among the stakeholders of the project appropriately.

- Counterparts mean the Bangladesh government organizations that are responsible for the implementation of the Project, such as the Medical Education and Family Welfare Division(MEFWD) , Directorate General of Nursing and Midwifery (DGNM), Bangladesh Nursing and Midwifery Council(BNMC) , and the target nursing colleges and the affiliate hospitals, include its officials who are in charge of the Project.