



Bangladesh Country Coordinating Mechanism (BCCM)
Ministry of Health and Family Welfare
BCCM Secretariat

Terms of Reference for Assistant to the Board Member

Summary of Background:

The SEA Constituency Meeting in Bangkok Thailand in 2017 approved the TOR of the SEA Constituency of the Global Fund. Further Constituency decided that the countries on alphabetical order rotation due for the Board Membership (BM) and Alternate Board Membership (ABM) will submit the CVs of three candidates and Constituency Meeting will select the BM and ABM through a committee formed for nominating the most appropriate candidate to the meeting on merit basis using the established criteria. In this process, BCCM Secretariat ensure timely follow through of all functions of the BCCM for the success of activities funded by the Global Fund. Bangladesh recently selected as Board Member from South East Asia (SEA) Constituency of the Global Fund. Next two years BCCM Secretariat will coordinate the Board Affairs among the SEA members countries on behalf of SEA Constituency. There is no scope to permanent staff for this according to the Global Fund Board Affairs guidelines. But Bangladesh CCM can hire an Assistant for taking care of regular activities and assist Board Member related to Board Affairs and SEA Constituency activities. Assistant should be contact basis of consolidated salary not more than USD200/=(Two Hundred US Dollar) or equivalent local currency. The Board shall be assisted by this Assistant, as Board Member will ensure that core functions are effectively and efficiently facilitated and that all Board and SEA related activities are properly coordinated. . The Board Member shall be assisted to ensure Board Affairs and SEA Constituency Activities in sound way by the Assistant. Administrative Assistant directly reportable to the BCCM Coordinator. BCCM Coordinator will supervise him and monitor his performance directly.

A) Assistant to the Board Member:

1. Assist Board Member (BM) and BCCM Coordinator in the matter of Board Affairs and SEA Constituency activities in CCM Secretariat;
2. Support BM and BCCM coordinator maintaining regularly to ensure the smooth operation Board Affairs and SEA Constituency Affairs from BCCM Secretariat;
3. Assist coordinator different types of communication and letter/ email draft from CCM Secretariat to GF Board Office and SEA Regional Countries/CCMs;
4. Help BM and BCCM coordinator to maintaining cashbook & ledger book with all due accounting for Board Affairs
5. Assist BCCM Coordinator to develop monthly and quarterly expenditure and financial report for GF Board and SEA Constituency Affairs
6. Assist BCCM coordinator to organize and conduct different meetings in related to GF Board Affairs and SEA Constituency of Board
7. Assist BM and BCCM coordinator to archive all kinds of finance and admin related communication & documentation in CCM Secretariat related to GF Board Affairs and SEA Constituency of Board

8. Assist BM and BCCM Coordinator to contact with air travel agents to finalize SEA Constituency delegates travel itinerary and purchase air ticket from the agents who is lowest rate bidder for international travel from SEA Regional Country to Geneva and other City of the world
9. Help coordinator to organize other formal and informal meeting with different stakeholders in regards finance and admin related works;
10. He/she will be responsible to maintain security and privacy of BCCM Secretariat according to Bangladesh Law and legislation
11. He/she can cancel his/her agreement with BCCM with at least one-month prior notice
12. BCCM Secretariat reserves the right to cancel agreement with Assistant to the BM with at least one-month prior notice
13. BCCM reserves the right to amend this agreement with discussion of Assistant to the BM as needed.
14. Assistant to the BM will start his/her work from the date of signing of this TOR.
15. Perform as instructed by the BM and BCCM Coordinator.

Qualifications

- A minimum academic qualification of a Bachelor Degree in in Management, Social Sciences, Public Administration, Secretarial Science, Education, International Development or related field-- preferably with a minimum of 2 years of demonstrated experience in successfully managing social sector;
- Knowledge of and experience with standard contracting, administration, management systems, operational procedures, budgeting and financial reporting preferred.
- Good networking, oral and written communication skills
- Good report writing skills in both Bangla and English
- Excellent knowledge and use of various computer application skills, (must be work with email, Word, Excel, Power point, survey etc.)
- Knowledge and understanding of the process of Board and Committee will be an advantage
- The candidate must be a Bangladeshi national
- Age limit: not more than 30 years of age

Other Key Qualities

- Forward-moving, results-focused, optimistic
- Able to work under pressure and against deadlines
- Able to develop strong vision and articulate same effectively
- Able to analyze rapidly and take informed action without undue delay
- Able to synthesize information and communicate appropriately
- Good communicator and Team-player

Contract and Salary: This is full time job and primary contract will be for 6 months. Based on performance, contact service contract will be renewed for next one and half years. Assistant to the BM will get U\$D200 (Two Hundred US Dollar) per month/ equivalent amount of Bangladesh Taka. No other benefits will be admissible. But for local travel will be applicable as actual.