



Bangladesh Country Coordinating Mechanism (BCCM)

Ministry of Health and Family Welfare

BCCM Secretariat

RECRUITMENT NOTICE

The Bangladesh Country Coordinating Mechanism (BCCM) is a multi-sectoral national body that is mandated by the Global Fund. It was established in 2002 with 33 members to access and oversee Global Fund financing that supports and complements Bangladesh's national responses to three major diseases– HIV/AIDS, Tuberculosis (TB) and Malaria. The BCCM established an administrative Secretariat to support and coordinate BCCM operations and functions as required by the BCCM, and supporting the decision-making and functions of the BCCM and its committees. BCCM Secretariat invites application from the eligible candidates for the following positions:

Position: Assistant to the Board Member

Working under direct supervision of the CCM Coordinator, the Assistant to the GF Board Member will assist Board Member and CCM Coordinator to comply activities related to the Gf Board Affairs and SEA Constituency of the GF Board and ensure timely follow through of selected functions assigned by the BCCM Coordinator. Details TOR available on bccmbd.org.

Position: Intern- IT support and Website Maintenance

Working under direct supervision of the Deputy Coordinator, the Intern-IT **Support and Website Maintenance** will maintain BCCM website and regularly update information on the website and will do troubleshooting for the IT equipment in the BCCM Secretariat and ensure timely follow through of instructed functions assigned by the Deputy Coordinator. Details TOR available on bccmbd.org.

Required Qualifications: Qualification and requirements are available in details TOR for these position on the BCCM website (bccmbd.org).

How to apply:

Send your application to bccmcoordinator@gmail.com highlighting your suitability and potential contribution to the position together with a detailed CV and a cover letter / application with recent photograph. Incomplete applications will NOT be considered.

Complete Vacancy Notice of the post is available at: bccmbd.org. Application deadline is **30 June 2018**. The Selection Committee's decision is final. Only short-listed candidates will be contacted. These vacancies are open to applicants of all genders.