

# ROLE PURPOSE



**Role Title:** Program Coordinator

**Division:** Programs and Partners

**Location:** Dhaka

**Date:** May 2026

**Employment type:** Fixed-term full time contract

**Reports to:** Senior Program Manager

**Number of direct reports:** 0

**Leadership Band:** Leads Self

## Purpose of the role:

This is a dual-line position primarily designed to support the garments industry and private sector focused component of the System Leadership Project, while also providing strategic and operational support to the Senior Program Manager of the Barishal Division project.

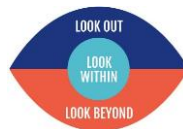
The Program Coordinator (PC) provides coordination, operational, and strategic support to ensure smooth implementation, strong stakeholder engagement, and alignment between the Country Office and field teams. Working closely with the Senior Program Manager and field-based Program Coordinators, the role contributes to timely delivery, effective collaboration, and quality reporting across both components. Based in Dhaka, the PC requires regular travel to factories, BGMEA, partner hospitals and around Barishal division.

## Key areas of accountability include:

1. Coordinate implementation of the Integrated Eye Health and Worker Wellbeing Initiative across garment factories, ensuring alignment with project goals and FHF values.
2. Serve as the primary focal point for BGMEA, government bodies (DoL, DIFE, MoH, MoLE), factories, and partner eye hospitals, maintaining strong stakeholder relationships.
3. Support integration of eye health into OSH and worker wellbeing systems, strengthening engagement with welfare committees, supervisors, and factory management.
4. Organise capacity-building initiatives for factory medical staff (doctors, nurses, paramedics) and support upgrading of factory health units.
5. Promote worker-focused behaviour change initiatives, including development of Eye Health Champions and demand generation activities.
6. Coordinate multi-stakeholder platforms and represent the Foundation in relevant government and non-government forums.
7. Support coordinated eye health delivery at divisional and district levels through Go-NGO collaboration, maintaining strong stakeholder relationships.
8. Coordinate implementation in Barishal Division, working closely with Program Coordinators to ensure effective field-level execution.
9. Develop and monitor workplans to ensure timely delivery of screening, awareness, refraction, referral, and follow-up services.
10. Support implementing partners and field teams through coordination, guidance, and problem-solving.
11. Track and manage monitoring data, ensuring quality documentation, reporting, and gender-inclusive approaches.
12. Prepare high-quality reports and support evidence generation, learning, and advocacy efforts.
13. Identify and mitigate implementation risks and contribute to system leadership and policy engagement.
14. Undertake additional responsibilities as required.

## Our Capabilities:

**As a member of The Foundation Family you will:**



1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

## Essential Experience:

### Experience

- Minimum of eight years of progressive work experience in the development sector.
- At least two years in coordination or management roles.
- Experience working with national entities such as BGMEA, other industries, private sector, government departments, donors, and industry partners.
- Demonstrated ability to coordinate multi-stakeholder projects, preferably in public health, worker wellbeing, or eye health.
- Strong experience in program management, monitoring, and report writing.
- Proven ability to maintain positive relationships with external partners.

## Skills:

- Understanding of development trends, SDGs, OSH frameworks, and health policy in Bangladesh.

## Desirable Experience:

- Strong interpersonal skills and ability to engage with diverse stakeholders.
- General understanding of government structure, labour systems, and sectoral governance.
- Understanding of trends and standards in development work in Bangladesh
- Computer literate; experience in database management, and use of Microsoft packages such as Outlook, Word, PowerPoint, Excel, Access.
- General knowledge or understanding of Bangladesh government structure, local administration, inter relation among departments, warrant of precedence etc.

- Experience coordinating public health, eye health, OSH, or factory/industry-based interventions.
- Knowledge of advocacy, multisectoral coordination, or system strengthening.
- Experience working with worker groups, factory units, and private-sector stakeholders.

**Qualifications:**

Relevant Bachelors degree or equivalent (e.g., Health Management, International / Community Development, Public Administration, Sociology, Public health, economics).

**Travel:**

Domestic

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

**The position involves:**

This position is recognized as having “contact with Children”, either direct or indirect.

This position does involve “working with Children”.

**Additional Responsibility:**

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.

**To work in The Foundation, you will:**

- Be eligible to work in Bangladesh and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children