

ROLE PURPOSE



Role Title: Program Coordinator	Division: Programs and Partners	Location: Dhaka	Date: November 2025
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:

The Program Coordinator (PC) is accountable for the coordination, implementation, and monitoring of FHF Bangladesh's **Bangladesh Insight: Systema Leadership Approach to Eye Health**, project's Industry and Private Sector related activities working closely with BGMEA, factory partners, eye hospitals, and government stakeholders.

The PC will also support relevant components of the broader **System Leadership Approach to Eye Health** project, ensuring alignment, collaboration, and evidence generation across multisectoral platforms.

The role contributes to strengthening factory-based eye care, improving worker wellbeing, embedding eye health into OSH structures, and supporting national system leadership priorities. Based in Dhaka, the PC requires regular travel to factories, BGMEA, and partner hospitals within the region.

Key areas of accountability include:

1. Coordinate day-to-day implementation of the integrated eye health and worker wellbeing initiative across garment factories, ensuring alignment with project goals and FHF values.
2. Develop project workplans and ensure timely, high-quality delivery of screening, awareness, refraction, referral, and follow-up activities.
3. Support integration of eye care into OSH and worker wellbeing systems, including strengthening relationships with welfare committees, supervisors, and factory management.
4. Serve as the primary focal point for BGMEA, government departments (DoL, DIFE, MoH, MoLE), factories, partner eye hospitals and other relevant stakeholders.
5. Coordinate and maintain a multi-stakeholder steering committee, facilitating regular meetings and effective collaboration across partners.
6. Organise and support capacity-building activities, including training for factory medical officers, nurses, and paramedics on basic eye care.
7. Support upgrading of factory health units, ensuring availability of essential equipment, protocols, and systems for ongoing eye care.
8. Facilitate behaviour-change initiatives, including developing "Eye Health Champions" and supporting communication materials to reduce stigma and encourage health-seeking behaviour.
9. Track and manage monitoring data, including screening numbers, refractive error cases, spectacle distribution, referrals, and follow-up outcomes.
10. Prepare high-quality reports, including project updates, quarterly reports, field visit reports, donor reporting, and documentation for internal learning.
11. Identify, monitor, and mitigate risks related to project implementation, partnerships, worker participation, and operational challenges.
12. Contribute to system leadership project and policy influence, supporting engagement with NEC, relevant authorities, and multisectoral bodies, and facilitating case studies, evidence generation, and learning documentation.
13. Undertake additional tasks as requested to support the success of the initiative and FHF.

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.
- 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.

Desirable Experience:

- 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