Position: **Manager**

**Organization:** Dalit Hospital  
No. of Vacancies: **01**

**Job Description / Responsibility**

**Job summary:**
The Manager will be responsible for overall Implementation, Supervision and Monitoring within a team work frame. The position will have to coordinate with all other stakeholders at Upazila as well as Union level while necessary for functioning the activities dealing with the beneficiaries, building relationship with the stakeholders including researcher/consultant.

The primary scope of the work will include supervising the day-to-day operations of the hospital; primarily he/she will be responsible for community level communication, mobilization and awareness building towards different stakeholders (related service provider, community leaders, local authorities etc).

**Key responsibilities:**

- Monitoring whether all types of test reports, including pathology, USG, ECG, X-ray, plaster, are being delivered to patients on time, or monitoring the delay in reporting for any reason so that patients can get the report on time.
- Proper placement of all types of diagnostic ingredients/agents and daily monitoring of its proper use. In this case, if any kind of problem occurs, it should be solved immediately so that the patients do not suffer in any way.
- Monitoring of Pathology, USG, ECG, X-ray, Plaster register to ensure that all the calculations are being updated daily and if any error occurs, it should be resolved immediately.
- Regularly monitor whether the doctors are counseling the patient properly every day and giving adequate number of tests and fixing any problem immediately.
- To monitor whether the number of targeted patients and pathological tests are being met on a daily basis and if it is not being met then verify why it is not and take the correct procedure so that the target number of patients and tests is reached.
- It is important to observe whether a doctor is prescribing medicine from a company other than hospital’s listed company. If something like this happens then it is necessary to find out the cause and solve it subject to discussion with the doctors.
- Check the pharmacy every day to find out which drugs are out of stock or which stocks are in excess. In that case, in consultation with the doctors, arrange to sell them on an urgent basis. And also to check whether the accounts are up to date and to give instructions to correct any errors as soon as possible.
• To monitor whether the number of targeted patients are being met on a daily basis at the Vision Centre, Dental unit and Yoga centre of Dalit Hospital and if it is not being met then verify why it is not and take the correct procedure so that the target number of patients is reached.

• Monitoring whether the Ophthalmic Assistant of the Vision Centre of the hospital is providing medical services to the patients through regular consultation with the doctors of BNSB.

• To observe whether the patients of Vision Centre, Dental unit and Yoga centre are receiving proper medical care.

• Monitoring of the register of Vision Centre, Dental unit and Yoga centre to ensure that all the calculations are being updated daily through the register and if not, to take the necessary steps to keep it up to date.

• Monitoring whether the doctor of the Dental unit is able to cure the patients through medical services.

• Working at the field level including rural doctors, kabiraj, schools, colleges, sponsorship programs to increase the number of patients in Dalit Hospital.

• Working in the field at least 50% of the total monthly time to increase the number of patients in Dalit Hospital.

• Maintain regular communication, coordination and management skills with full time and part time doctors/physicians.

• Regularly update all types of licenses of Dalit Hospital.

• Apply to the specified department two/ one months before the expiration of all types of licenses of Dalit Hospital.

• Prepare monthly and annual plans and take appropriate steps to implement them. If the plan fails for any reason, the next step should be taken to find out the cause and find out the solution immediately and inform the authorities in the form of verbal or report.

• Daily signing and updating of all documents including bills, vouchers, all registers.

• After depositing the money in the bank earned in Dalit Hospital every day, it should be matched with the balance of the cash book so that there is no cash in hand and there is no mismatch.

• To ensure that all the activities of the accounting department are being completed properly and on time.

• To be tactful by adopting different methods for patient growth in competitive market system and identifying problems, solving them and making decisions.

• Solve all problems with the mental strength and ability to work in a challenging environment.

• Encourage all team members to use different strategies to improve performance.
• Coordinating, directing and giving orders in every activity of Dalit Hospital.
• Coordinating with the HoP for organizing the different activities and promptly reporting to her in case of any problem arisen to look for a quick solution;
• Performing any other related job assigned by the authority from time to time;

**Job Nature:**
Full Time

**Educational Requirements:**
Masters degree

**Experience Requirements:**
At least 3 year(s)

**Additional Job Requirements:**
- Both male and female candidates are allowed to apply;
- Previous experience in conducting trainings and workshops with community people on health and hygiene;
- Strong communication skills, especially to network and deal with Government officers, other NGOs and media;
- Planning and organizational skills;
- Demonstrating ability to pay particular attention to details, remain calm and polite at all times;
- Good knowledge of the use of Microsoft office package (Word, Excel, Power Point), and internet browsing;
- Written and spoken skills in Bangla and English are required;
- Valid driving license (ability to drive a motorcycle);
- Residential location has to be in the project area;
- Ability to work under pressure and manage the workload effectively;
- Must have the ability to adopt new strategies for the development of the hospital.
- Previous experience with dalit/marginalized communities will be a plus.

**Job Location:**
Chuknagar (Dumuria), Khulna

**Salary Range:**
Tk. 28,000
Other Benefits:
As per the organization Human Resource Policies

Apply Instruction

Addressing the Executive Director, Dalit send your CV to career.dalit@gmail.com
Interested applicants who meet the above mentioned criteria should upload the cover letter and CV (including academic certificates, applicant’s photo, NID, experience certificates) in English (max 4 pages) and send it by email to career.dalit@gmail.com by March 16, 2022. Only short listed candidates will be contacted. Any kind of persuasion will be treated as disqualification of the candidate.

Applicant must enclose his/her Photograph with CV.
Application Deadline: March 16, 2022

Company Information:
Dalit Hospital
Address: Chuknagar, Dumuria, Khulna, Bangladesh
Web: www.dalitbd.org

Business: Dalit hospital is one of the significant interventions of Dalit. It is situated at Chuknagar of Dumuria Upazila under Khulna District. Hospital has 10 (Ten) bedded licenses from Directorate General of Health Services. The mission of this hospital is to serve the deprived, the oppressed and the marginalized helpless peoples. Through this hospital, Dalit would like to achieve the objective that everybody will get their treatment; nobody will carry their diseases without treatment. Dalit hospital is an own asset of Organization Dalit. Hospital is situated on five acre land surrounded by different types of green trees from 2004. The hospital building is multi storied construction but it is running by first floor with twenty one (21) rooms where pathological test room, USG room, furnished OT, post operative room, doctors rooms, ECG room and ten bed rooms for patients are there.