



JOB VACANCIES

Lutheran Health Care Bangladesh has been asking for applications of prospective candidates for following two positions-

1. ADMINISTRATOR- HOSPITAL OPERATIONS

Vacancy

- 1

Job Context

- The purpose of this position is to ensure day to day administrative and personnel services in order to meet legislative requirements and support LHCB operations.

Job Responsibilities

- Ensure that all the fixing and maintenances of assets, structures and systems are done supportive to effective and efficient functioning of the hospital and community-based activities.
- Make sure that daily incomes are reported and deposited in the bank accounts assigned and monthly bank reconciliations are done accordingly.
- Contribute in promoting compliances, delegations and reporting to the donor/s as well as the Government concerned departments/administrative units.
- Supportive community development activities; monitor and supervisor its progress, documentations and reporting component wise.
- Contribute in building trusts and restoration of hospital and community activities in full swing, cohesions among staff, devotions and inspirational activities.

Employment Status

- Full-time

Educational Requirements

- Masters in any discipline.



Experience Requirements

- At least 5 year(s)
- The applicants should have experience in the following area(s):
 - Hospital management
- The applicants should have experience in the following business area(s):
 - NGO

Additional Requirements

- Age 40 to 55 years

Job Location

- Patuakhali (Dumki)

Salary

- Negotiable.
- Attractive packages will be offered for experience candidates.

2. RESIDENTIAL MEDICAL SURGEON (GYNAE & OBS.)

Vacancy

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Job Context

Medical Surgeons are senior physicians who manage all aspects related to patient care within their departments. They oversee daily operations, serve as clinical advisors, and investigate any problems that may arise.

Job Responsibilities

- +/- Performing USG.
- Performing Gynae/Obs. related operations.
- Outdoor and indoor practices in Gynae/Obs. and patient management
- Conducting routine check-ups on patients.
- Monitoring and treating expectant mothers during pregnancy, childbirth, and postpartum.



- Participates and provide services in Clinical Outcomes Program, mobile clinics and work towards meeting organizational targets for all metrics.
- Educating patients about disease prevention and detection, and reproductive health.
- Collaborating with other medical and non-medical personnel.
- Participates in administrative duties.
- Follows medical practice policies and procedures, including attending all mandatory meetings, minimizing incident reports, using resources efficiently, and practicing medicine in a cost-effective manner.
- Completes all required documentation accurately, timely, and thoroughly in accordance with national health standards.

Employment Status

- Full-time

Educational Requirements

- DGO/MCPS/PGT for 03 years, and +/- DMU.

Experience Requirements

- At least 5 year(s)
- The applicants should have experience in the following area(s):
 - Obstetrics and Gynaecology
- The applicants should have experience in the following business area(s):
 - Hospital, Clinic

Additional Requirements

- Age at least 35 years
- Only females are allowed to apply
- The applicants should have experience in the following area(s):
 - Obstetrics and Gynaecology
- The applicants should have experience in the following business area(s):
 - Clinic, Hospita
- PGT (one Year) on OB- Gynae and minimum three years of clinical experience in the direct delivery of primary care including cases with obstetric complications and caring with newborn.
- DMU/CMU
- Trustworthy and compassionate character.
- Impeccable bedside manner.
- Strong communication skills.



Job Location

- Patuakhali (Dumki).

Salary

- Negotiable.
- Attractive packages will be offered for experience candidates.

Read Before Apply

Read carefully before apply. Send your current CV (maximum 4 pages), 1 recent passport size photo, a cover letter (1 page) explaining your suitability and relevant skills for this position to: lhcproject@gmail.com or info@lhcb.org.bd. Mention position applied for in the subject of email. Only short-listed candidates will be called for interview. LHCB reserves the right to accept or reject any application without assigning any reason whatsoever.

Apply Procedure

- Send your CV to lhcproject@gmail.com or info@lhcb.org.bd
- Application Deadline: **25 January 2024**