



Vacancy Announcement

1. Lecturer- (Physiotherapy, Occupational Therapy, Speech and Language Therapy, Medical Science [MBBS], and Psychology)

Vacancy: 10

Job Context:

- Bela Health and Education Foundation is a nonpolitical and not for profit making organization, established in 2004, aiming to provide quality health care services to the community people in respect of human diversity through a quality education where all diversified people can afford the health services and education in an inclusive society.
- To fulfill the vision, BHEF is intended to recruit a good number of dynamic, dedicated, and passionate healthcare professionals and other office staff for its' Mymensingh College of Physiotherapy and Health Sciences (Affiliated to the University of Dhaka), Bela Rehabilitation Solution Point, Bela Nursing Institute (Registered under Bangladesh Nursing and Midwifery Council), Josnar Alo (A treatment based inclusive school for the children with disabilities), and Bela Agro Park.

Job Responsibilities:

- Coordinate and guide the students of the class and ensure class attendance.
- Check the Lesson Plan if it is done according to the Syllabus and present the same to the Course Coordinator for approval.
- Counsel to the Guardians/ Parents as and when required.
- Organize different Programs (Rallies, Campaigns, Medical Camps, Cultural Programs, Debates, etc.).
- Take initiative whenever it is necessary in order to uphold the image of the college.
- Take initiatives against any sort of disciplined activities by any of the subordinates or students.
- Supervise the Teacher – Parents' meeting and Result Day.
- Counsel Parents/Guardians regarding their children's problems.
- Conduct theoretical & Practical Classes as per Syllabus and College.
- Motivate and Counsel the students and their parents/guardians through follow-up to ensure 85% class attendance and to reduce dropout.
- Assist Department Head as per his/ her needs.
- Prepare weekly attendance report and submit it to the Department Head.
- Prepare lesson plan and semester plan at the beginning of the subject.
- Positive willingness for Teamwork.
- Arrange clinical practice and internships for the students.
- Any other task as assigned from time to time by the management of the college.

Employment Status: Full-time

Workplace: Work at office



Educational Requirements

- Graduation in Physiotherapy/Occupational Therapy/Speech and Language Therapy, Medical Science- MBBS with internship, BSc (Hon's) with MSc in Clinical Psychology/ Psychology preferably with post-graduation in a related discipline from any recognized university.

Experience Requirements:

- 01(One) year mandatory internship for the health care professionals, with another year of teaching/clinical experience from a recognized health center/ hospital.
- For Psychology- Expected at least 01 year of teaching experience in any recognized Health related institutes or colleges of the applicants, but more than 01 year of experience will be given priority.
- The applicants should have experience in the following area(s): Academic coordination, Multimedia class, Practical Classes, Sound Computer skill and good communication skill, Teaching/ Training.
- The applicants should have experience in the following business area(s): College, University
- Freshers are also encouraged to apply.

Additional Requirements:

- Age 22 to 35 years
- Both males and females are allowed to apply.
- Teaching/ Training, Education Administration/ Management, Education Counseling, Curriculum/ Program Development, TOT (Training of Teachers).
- Candidate must be good at communication and must have adequate knowledge in producing all sorts of reports and presentations.
- Ability to work on a tight schedule and must be able to meet deadlines.
- Hardworking, honest, energetic, and innovative.
- Proficiency in Microsoft Office Suite, especially PowerPoint
- Prepared to accept challenges and work under pressure.
- Proficiency in both Bangla and English is a must.

Job Location: Mymensingh Sadar

Salary: Negotiable

Compensation & Other Benefits: As per organizational policy.

INSTRUCTIONS FOR THE APPLICANTS:

- ❖ Eligible and interested candidates are requested to send a detailed CV including contact number, email ID, and name of the position applied for along with a cover letter on or before August 24, 2023 in hard copy or online (bela.hef@gmail.com cc to mcphs.info@gmail.com) mentioning:
 - For all the positions, please address Executive Director, Bela Health and



Education Foundation, Navana Tower (Level 21-B), 45 Gulshan Avenue, Gulshan Circle-1, Dhaka-1212.

- ❖ Please write the name of the position applied for on the top of the envelope/subject line.
- ❖ For all health and rehabilitation professionals, registration and/or recognition by the concerned professional bodies is a must.
- ❖ No TA or DA will be provided for the interview or test.
- ❖ Any 3rd Division(s)/class(s)/equivalent CGPA in academic career shall not be acceptable.
- ❖ Only short-listed candidates will be called in for 'Face to Face' and/or Interviews.
- ❖ Authority of BHEF reserves all rights to change or alter any decision by the supervision of the University of Dhaka.
- ❖ Applicants must submit the updated membership certificate of the national professional organization which is the member of related international professional organization (if applicable).
- ❖ Zero tolerance: BHEF will adhere to the zero-tolerance policy or position and culture against all forms of abuses including sexual exploitation and abuse, torture, bullying etc. Each matter will be taken into full consideration and immediate action will be taken. Everyone in the organization, regardless of rank or position, will be held equally accountable.

Apply online



2. Head of Accounts & Finance

Vacancy: 2

Job Context:

- Bela Health and Education Foundation is a nonpolitical and not for profit making organization, established in 2004, aiming to provide quality health care services to the community people in respect of human diversity through a quality education where all diversified people can afford the health services and education in an inclusive society.
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Job Responsibilities:

- To check daily receipts and payment vouchers
- To supervise the day work of accounts personnel
- To review the staff members monthly payroll prepared by project(s) accountant
- To prepare rectification and closing journal vouchers
- To review and confirm the financial statement for EC and programme heads
- To check and review the financial statement of our supported/partner organizations
- To review and submit reports/budgets for special activities/ expense for approval.
- To review the annual financial statements for audit purpose and arrange the annual external audit
- To meet up the queries of and external auditor and give response of management report if there is any.
- To ensure all auditing in time and follow up audit findings to improve financial and accounts management.
- To maintain the fixed assets' register and conduct the annual inventory both > for assets & stores and adjustment thereof.
- To prepare the annual financial report as required, and meet up the queries if required
- To submit the audit report to the Chairman, ED, and other respected stakeholders in due time and meet up queries if required.
- Lead in updating policies and procedures of all enterprises and wings of BHEF in relation to financial and accounting matters.
- To prepare the contract paper with the house owners and other third parties.
- To settle the staff and organization income tax
- To check/ control the stores
- Support to partners financial management
- Make visit to BHEF's implementing partner(sub partner) organization and other wings.
- To perform the requirements of donors and other relevant authority.



- To provide procurement support to all kinds of procurement of BHEF and its project's/programme
- Conduction of training class as and when necessary
- To assist HRM and ensure that all records as regards Finance and Accounts personnel such as new recruitment and selection, Training and development, employee personal records, performance appraisal, leave entitlement, promotion, disciplinary action, employee salary information are maintained properly.
- Prepare and submitting Income Tax return both for Company & Individual.
- Prepare books of accounts both manually and by Tally software.
- Prepare supporting documents for Income Tax return & respective hearing.
- Knowledge of Income Tax Ordinance & upto date Rules.
- Debit , Credit & Journal voucher preparation and posting.
- To prepare Financial Statements.
- Prepare audit program both Internal & External.
- Prepare and finalize audit report.
- Maintain Bank reconciliation statement of different Bank A/c.
- Other responsibilities, but not limited to assign tasks by the management of BHEF and its' all sister concerns as and when needed.

Employment Status: Full-time

Workplace: Work at office

Educational Requirements:

- Master's degree in accounting/Finance, MBA major in Finance and CA Course completed will be preferred (Education qualification will be relaxed in case of potential/ experienced candidates).

Experience Requirements:

- At least 5 years for the Head and 2-3 years for the Officer of working experience in the relevant sector i.e., Accounts and Finance Section in a reputed organization/company/hospital/college/educational institute. Having excellent skills in written, and verbal communication and time management.
- Proficiency in Advance MS Word, Excel, PowerPoint, Internet Browsing, etc.
- Fluent in English and Bangla language with well Typing skills. Knowledge of using financial software (Tally software).

Additional Requirements:

- Age 25 to 35 years
- Both males and females are allowed to apply.
- Ability to work independently and in a team.
- Strong organizational and financial management skills.
- Good oral and written communication skill, both in Bangla and English.
- Adequate Knowledge on MS Word and Excel.
- Knowledge on accounting software will be considered as an added advantage.



Job Location: Mymensingh Sadar/Trishal, Mymensingh

Salary: Negotiable

Compensation & Other Benefits: As per organizational policy.

INSTRUCTIONS FOR THE APPLICANTS:

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- ❖ Any 3rd Division(s)/class(s)/equivalent CGPA in academic career shall not be acceptable.
- ❖ Only short-listed candidates will be called in for 'Face to Face' and/or Interviews.
- ❖ Authority of BHEF reserves all rights to change or alter any decision of this recruitment.
- ❖ Zero tolerance: BHEF will adhere to the zero-tolerance policy or position and culture against all forms of abuses including sexual exploitation and abuse, torture, bullying etc. Each matter will be taken into full consideration and immediate action will be taken. Everyone in the organization, regardless of rank or position, will be held equally accountable.

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3. Accounts & Admin Officer

Vacancy: 2

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Job Responsibilities:

- Ensure the smooth and adequate flow of information within the company to facilitate other business operations. Manage schedules and deadlines.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints.
- Monitor costs and expenses to assist in budget preparation
- Organize and supervise other office activities.
- Follow up & maintain the office administration.
- Maintain all staff transportation & deal with the supplier. Follow up & maintain staff & worker canteen. Monitoring Lunch of the officers/staff.
- To monitor construction work & Maintain Overall Housekeeping system.
- Prepare office for accounts Audit/Visit purpose.
- Prepare and submitting Income Tax return both for Company & Individual.
- Prepare books of accounts both manually and by Tally software.
- Prepare supporting documents for Income Tax return & respective hearing.
- Knowledge of Income Tax Ordinance & upto date Rules.
- Debit, Credit & Journal voucher preparation and posting.
- To prepare Financial Statements.
- Prepare audit program both Internal & External.
- Prepare and finalize audit report.
- Maintain Bank reconciliation statement of different Bank A/c.
- Other responsibilities, but not limited to assign tasks by the management of BHEF and its' all sister concerns as and when needed.
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Employment Status: Full-time

Workplace: Work at office

Educational Requirements:

- Bachelor degree in any discipline, but preferable BBA with MBA degree.
- Skills Required: Administration, Leadership and interpersonal skills.

Experience Requirements:

- 3 to 5 year(s)
- The applicants should have experience in the following area(s): Administration, Leadership, Leadership, and interpersonal skills.

Additional Requirements:

- Age 25 to 36 years
- Both males and females are allowed to apply

Job Location: Mymensingh Sadar/Trishal, Mymensingh

Salary: Negotiable

Compensation & Other Benefits: As per organizational policy.

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