

# Dhaka Community Hospital Trust

## Responsibility & Duties

<b>Sl. no</b>	<b>Name</b>	<b>Designation</b>	<b>Responsibility &amp; Duties</b>
<b>1</b>	Md. Golam Mostofa	Director Project and Research	<ul style="list-style-type: none"><li>• Main responsibilities for all project</li><li>• Direction to the all project implementation</li><li>• Main communication with local &amp; foreign agencies e.g:<ul style="list-style-type: none"><li>- Harvard University</li><li>- Oregon State University</li><li>- A-PAD</li><li>- ADRRN</li><li>- USM, Marcy</li><li>- ISSA</li><li>- Hope Bridge</li><li>- Others</li></ul></li><li>• Web Chat with different personnel for project`</li><li>• Finalization all project proposal</li><li>• Follow-up all project activities at DCH &amp; field</li><li>• Weekly meeting for project update with project team</li><li>• Attend international conference and meeting in abroad</li><li>• Various documents &amp; presentation prepare</li><li>• Attend various meeting with other organization at outside of DCH</li><li>• Main responsibilities for organize national &amp; international conference in DCH</li><li>• Finalize all project and research reports and send to necessary partners and agencies.</li></ul>
<b>2</b>	Md. Javed Yusuf	Director Human Resource	<ul style="list-style-type: none"><li>• Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction; establishing human resources objectives in line with organizational objectives.</li><li>• Supports management by providing human resources advice, counsel, and decisions; analyzing information and applications.</li><li>• Manages human resources operations by recruiting, selecting, orienting, training, coaching, counseling, and disciplining staff; planning, monitoring,</li></ul>

			<p>appraising, and reviewing staff job contributions; maintaining compensation; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change.</p> <ul style="list-style-type: none"> <li>• Develops human resources operations financial strategies by estimating, forecasting, and anticipating requirements, trends, and variances; aligning monetary resources; developing action plans; measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.</li> <li>• Guides management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.</li> <li>• Updates job knowledge by participating in conferences and educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.</li> </ul>
<b>3</b>	Mr. Sukumar Chakroborty	Director Finance	<ul style="list-style-type: none"> <li>• Retain constant awareness of the company's financial position and act to prevent problems</li> <li>• Set up and oversee the company's finance IT system</li> <li>• Set targets for and supervise all accounting and finance personnel (management accountants, internal auditors etc.)</li> <li>• Oversee all audit and internal control operations</li> <li>• Develop the corporate fundraising strategy and manage relationships with partners and investors</li> <li>• Prepare timely and detailed reports on financial performance on a quarterly and annual basis</li> <li>• Ensure adherence to financial laws and guidelines</li> </ul>
<b>4</b>	Md. Waker Hossain	<b>Director Public Relation</b>	<ul style="list-style-type: none"> <li>• Direct public relations department within a company.</li> <li>• Work with media outlets to publish timely company information, such as press releases, brochures, and other materials.</li> <li>• Ensure communication strategy is consistent and reflects the organization's strategic vision.</li> </ul>

			<ul style="list-style-type: none"> <li>• Implement social media strategies.</li> <li>• Perform social media community management duties.</li> <li>• Build and sustain online communities.</li> <li>• Manage relationships with media outlets..</li> <li>• Publish videos and photography on company website and blogs.</li> <li>• Document presence of companies at events, conferences, and speaking engagements.</li> <li>• Advocate on behalf of the company brand with external stakeholders and the media across all communications channels and vehicles.</li> <li>• Collaborate with marketing to develop the advertising, marketing and promotion plans.</li> <li>• Edit and revise content as necessary.</li> </ul>
5	Ms. Hosneara chowdhury	<b>Director Monitoring</b>	<p>Monitoring as per monitoring tools e.g:</p> <ul style="list-style-type: none"> <li>- Check all activity according to rules</li> <li>- Documentation check</li> <li>- Identify needs &amp; lacking</li> <li>- Supervise to recover the lacking</li> <li>- time frame check of activities</li> </ul> <p>Provide information to do work properly  Ensure all activities are implemented as planned  Report prepare</p>