

Psychological Counsellor (Clinical Services)

Neuroscience and Psychiatry Hub Ltd.

Vacancy

1

Job Responsibilities

Job Summary: As a Psychological Counsellor in NPHL, you will play a vital role in providing compassionate and effective mental health support to individuals seeking counselling services. Your primary responsibility will be to assess, diagnose, and provide counselling to clients while working collaboratively with the multidisciplinary team to enhance the overall mental health services offered. The ideal candidate will hold a Master's degree in clinical/counselling psychology coupled with experience in delivering therapeutic interventions.

Key Responsibilities:

1. Conduct thorough assessments to understand clients' psychological and emotional needs and determine appropriate treatment plans based on assessments.
2. Provide one-on-one counselling sessions to individuals dealing with a variety of mental health issues.
3. Educate clients on mental health topics, coping strategies, and self-help techniques.
4. Provide information on resources and support networks available within and outside the organization.
5. Respond promptly to crisis situations, providing immediate support and coordinating with the supervisor for further interventions.
6. Implement crisis management protocols and ensure the safety and well-being of clients.
7. Work collaboratively with psychiatrists, and other healthcare professionals to provide holistic care to clients.
8. Maintain accurate and confidential client records, documenting assessment findings, treatment plans, and progress notes.
9. Stay informed about current research, therapeutic techniques, and developments in the field of clinical psychology.
10. Participate in ongoing training and professional development opportunities to enhance counselling skills.

Educational Requirements

- Master's degree in clinical/counselling psychology.

Experience Requirements

- Previous experience in counselling or clinical psychology is preferred.

Additional Requirement

- ? Strong therapeutic and testing skills
- ? Excellent teamwork and communication abilities
- ? Comfortable using EMR systems
- ? Dedication to providing empathetic, patient-centric care

Read Before You Apply

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Job Summary

Published On: 13 Apr 2026

Vacancy: 1

Experience: N/A

Age: N/A

Salary: N/A

Professional Category: N/A

Job Location: NPHL - NPHL

Application Deadline: 22 Apr 2026

Wellness Coordinator (Clinical Services)

Neuroscience and Psychiatry Hub Ltd.

Vacancy

1

Job Responsibilities

Job Summary: We are seeking a compassionate and skilled Wellness Coordinator to join our hospital-based care team. The coordinator will play a crucial role in helping individuals of all ages regain independence and improve their quality of life through personalized therapeutic interventions. As the Wellness Coordinator, you will develop an adult mental health occupational therapy program and supervise occupational therapists as they develop tailored treatment plans in collaboration with our multidisciplinary team.

Key Responsibilities:

1. Creating and delivering occupational therapy and wellbeing initiatives, organizing events and activities, and providing advice and guidance for hospital-based and community clients experiencing mental health issues.
2. In collaboration with the multidisciplinary team, conducting standardized, comprehensive admission testing and on-going assessments of clients' physical, cognitive, emotional, and functional needs and abilities.
3. In collaboration with the multidisciplinary team, developing treatment plans, assessing clients' progress and recommending adjustments to treatment plans as necessary.
4. Providing therapeutic interventions including one-on-one and group therapy sessions to enhance clients' fine and gross motor skills, improve activities of daily living and learn adaptive techniques, such as sensory integration, relaxation, and mindfulness.
5. Communicating effectively with clients, families, and caregivers to ensure understanding of treatment plans and promote active participation in therapy.
6. Maintaining accurate and up-to-date client records, documenting progress, treatment plans, and outcomes.
7. Providing training and supervising occupational therapists, OT assistants/ Activity coordinators, and other staff (Nurses, PCAs) as assigned.
8. Receive supervision through foreign associates (in person and online) and implement accordingly.

Educational Requirements

- Bachelor's degree in Occupational Therapy or BSc in Nursing or MSc in Clinical/ Counselling/ Educational/ Industrial Psychology with appropriate training and/or experience.

Experience Requirements

- 1 to 2 years
- 1 to 2 years' experience in adult mental health OT will be preferred.

Additional Requirement

- Excellent communication and interpersonal skills.
- Ability to work effectively in a multidisciplinary team environment.
- Membership of WFOT is outstanding.

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Job Summary

Published On: 13 Apr 2026

Vacancy: 1

Experience: 1 to 2 years

Age: N/A

Salary: N/A

Professional Category: N/A

Job Location: NPHL - NPHL

Application Deadline: 22 Apr 2026

Customer Service Officer

Neuroscience and Psychiatry Hub Ltd.

Vacancy

1

Job Responsibilities

Job Summary: Customer Care Officers/Executives are pivotal in our organization, responsible for handling interactions with visiting customers/patients, guardians, consultants. They must possess excellent communication skills in both Bengali and English, be well-mannered, and maintain a professional appearance. The role requires individuals with a Bachelor's Degree in any discipline, strong written and spoken communication skills, computer literacy, internet browsing proficiency

Key Responsibilities:

1. Interact professionally with visiting customers/patients, guardians, and consultants.
2. Address customer inquiries, concerns, and complaints promptly and efficiently.
3. Provide accurate and helpful information to customers/patients.
4. Assist in administrative tasks such as scheduling appointments and reminders for counsellors, psychiatrists and neurologists, front desk management, feedback collection, cash and billing and maintaining records.
5. Coordinate patient escort service, transportation, meetings and events if necessary.
6. Prepare reports, emails, and other documents as required.
7. Handle front desk phone, digital communication and internet browsing tasks efficiently.
8. Maintain a professional appearance and uphold a high standard of customer service and professionalism in interactions.
9. Complete financial counselling, Ensure consent, and hospital admission or referrals for all IPD patients and triage.

Educational Requirements

- Bachelor's Degree in any discipline.

Experience Requirements

- 1 to 0 years
- 1 year of relevant experience in customer care is preferable.

Additional Requirement

- Strong written and spoken communication skills in both Bengali and English.
- Proficiency in computer literacy and internet browsing.
- Empathy and interpersonal abilities.

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Job Summary

Published On: 13 Apr 2026

Vacancy: 1

Experience: 1 to 0 years

Age: N/A

Salary: N/A

Professional Category: N/A

Job Location: NPHL - NPHL

Application Deadline: 22 Apr 2026



WE ARE HIRING

SAJIDA Foundation is a value-driven, non-government organisation. It embodies the principle of corporate philanthropy, with 51% shareholding of Renata Ltd, one of the fastest growing pharmaceutical and animal health product companies in Bangladesh. The organisation founded by Mr. Syed Humayun Kabir in 1993 aims to empower communities, catalyze entrepreneurship, build equity, and establish enterprises for good with an overarching vision of ensuring Health, Happiness, and Dignity for All. SAJIDA's portfolio comprises of community centric development programmes on women's livelihood and health, climate change and urban poverty, a premier microfinance operation which serves more than 780K+ members through 400 offices, and six specialised healthcare enterprises.

Coordinator – HR (Job description & Specification)

The Coordinator – HR plays a critical role in executing end-to-end HR operations across recruitment, employee lifecycle management, and compliance. The role partners closely with business units to ensure efficient talent acquisition, foster a positive employee experience, and uphold organisational standards, policies, and labor law compliance.

Job Location: **Dhaka**

Department: **Human Resources**

Reports to: **Senior Coordinator – HR**

Key Responsibilities

1. Strategic Talent Acquisition & Workforce Support

- Execute end-to-end recruitment processes aligned with workforce plans and organisational priorities
- Partner with line managers to translate business needs into effective hiring strategies and role requirements.
- Ensure timely and quality hiring to support programme delivery and operational continuity.
- Drive structured onboarding to accelerate employee integration, productivity, and engagement.
- Support field recruitment strategies through regular travel and coordination with regional teams.

2. Employee Experience & Culture Enablement

- Act as a frontline HR partner to employees, ensuring responsive support and a positive workplace experience.
- Strengthen employee engagement through effective communication, trust-building, and issue resolution.
- Support initiatives that promote a respectful, inclusive, and performance-driven culture.

3. Performance Management & Capability Building

- Support managers in setting clear goals, providing feedback, and managing performance challenges.
- Contribute to employee development initiatives that enhance individual capability and team performance.

4. HR Operations, Compliance & Governance

- Ensure compliance with Bangladesh Labor Law, internal policies, and regulatory requirements across HR practices.
- Maintain robust employee lifecycle documentation to ensure data integrity, audit readiness, and governance compliance.
- Strengthen HR operational discipline through adherence to SOPs, documentation standards, and control mechanisms.

5. HR Process Excellence & Continuous Improvement

- Identify and implement improvements in HR processes to enhance efficiency, consistency, and service delivery.
- Support digitalisation and automation initiatives within HR operations.
- Contribute to building standardised HR practices across departments and locations.

6. Stakeholder Collaboration & Business Support

- Collaborate with HR sub-functions (payroll & Grievance management team) and line managers to ensure coordinated HR delivery.
- Provide timely HR support to leadership for operational and strategic needs.
- Ensure effective communication and implementation of HR initiatives across the organisation.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- Minimum 5 years of progressive HR experience, preferably in a dynamic and field-driven environment.

Core Competencies

- Strong understanding of Bangladesh labor laws and HR governance frameworks
- Excellent stakeholder management, interpersonal, and communication skills
- High level of integrity and ability to manage confidential information
- Strong problem-solving and conflict resolution capabilities
- Proficiency in HR systems and Microsoft Office tools
- Proficiency in Bengali typing (Bijoy) is mandatory

Benefits and Compensation

Salary with Mobile & Internet allowance, Life & Medical insurance, Festival Bonus and Performance Bonus.

For Organisation details, please visit: www.sajida.org

Application Process

Interested candidates should submit online application through below link by 20 April 2026.

Application link: <https://career.sajida.org>

SAJIDA Foundation is an Equal Opportunity Employer.
Women and persons with special needs are encouraged to apply.

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Coordinator, Admin

Neuroscience and Psychiatry Hub Ltd.

Vacancy

1

Job Responsibilities

Job Summary: The Coordinator, Admin at NPHL plays a pivotal role in ensuring the smooth operation of administrative, human resources, and facility management functions. This position collaborates closely with the HR department to facilitate effective onboarding, quality and SOP training, and performance evaluations. The role manages administrative activities, maintains accurate records, and ensures compliance with organizational policies and regulations. Additionally, the Coordinator oversees inventory and store operations, coordinates with culinary services to uphold food safety standards, and provides leadership to in-house staff including kitchen teams and out sourced teams (security, cleaning service, etc.). The position serves as a central point of communication across departments, contributing to efficient workflows and a high standard of service delivery within the organization.

Key Responsibilities:

1. Collaborate with the HR SF to ensure proper onboarding of new employees, focusing on quality and SOP training.
2. Assist HR SF in coordinating employee evaluations and performance assessments related to quality standards.
3. Work closely with HR SF to maintain accurate training records and certifications for all employees.
4. Conduct performance evaluations, set performance goals, and provide constructive feedback for staff reporting to this position
5. Coordinate administrative activities to facilitate smooth operations with HOO
6. Manage office supplies, equipment, and facility maintenance
7. Schedule and coordinate meetings with different teams of HO SF
8. Act as a liaison between Admin, Procurement, HR of SF, Sajida Hospital and NPHL, ensuring effective communication and collaboration.
9. Handle incoming queries and requests, providing timely and accurate responses.
10. Ensure compliance with hub policies, procedures, and relevant regulations.
11. Maintain accurate and organized financial and administrative records
12. Assist in the preparation and submission of regulatory and compliance documents in cooperation with Admin Sajida Hospital & SF
13. Oversee and manage the NPHL,'s store and inventory, ensuring accurate tracking, restocking, and minimizing discrepancies.
14. Collaborate with relevant departments to forecast inventory needs and coordinate procurement activities.
15. Coordinate with the chef to maintain high-quality food standards and uphold a safe and hygienic environment.
16. Stay informed about relevant regulations and industry standards applicable to store, food supply, and pharmacy operations.
17. Provide leadership and supervision to the in-house pharmacist and chef. Facilitate training programs to enhance the skills of the pharmacy and culinary staff.

Educational Requirements

- Bachelor's degree in Finance, Accounting, Business Administration, or related field. (Master's degree preferred).

Experience Requirements

- 4 to 6 years
- 4 to 6 years of experience in admin/operations at Proven experience in pharma/private hospitals/digital health/diagnostic center/rehab center is preferred.

Additional Requirement

- Solid understanding of financial principles and practices.
- Proficiency in accounting software and Microsoft Office Suite.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to multitask, prioritize, and meet deadlines in a fast-paced environment.
- Strong communication and interpersonal skills.
- Attention to detail and high level of accuracy in work.

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Job Summary

Published On: 13 Apr 2026

Vacancy: 1

Experience: 4 to 6 years

Age: N/A

Salary: N/A

Professional Category: N/A

Job Location: NPHL - NPHL

Application Deadline: 22 Apr 2026



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SAJIDA Foundation is a value-driven, non-government organisation. It embodies the principle of corporate philanthropy, with 51% shareholding of Renata Ltd, one of the fastest growing pharmaceutical and animal health product companies in Bangladesh. The organisation founded by Mr. Syed Humayun Kabir in 1993 aims to empower communities, catalyze entrepreneurship, build equity, and establish enterprises for good with an overarching vision of ensuring Health, Happiness, and Dignity for All. SAJIDA's portfolio comprises of community centric development programmes on women's livelihood and health, climate change and urban poverty, a premier microfinance operation which serves more than 780K+ members through 400 offices, and six specialised healthcare enterprises.

Senior Coordinator (HR Analytics & Reporting)

The Senior Coordinator – HR Analytics & Reporting is responsible for managing HR data, developing interactive dashboards, and generating analytical insights to support evidence-based decision-making across the organisation. The role will work closely with Payroll, HR Operations, and IT to ensure data accuracy, system efficiency, and timely reporting.

Job Location: **Dhaka**

Department: **Human Resources**

Reports to: **Head of HR**

Key Responsibilities

1. People Analytics & Strategic Insights

- Design, develop, and maintain dynamic HR dashboards covering key workforce metrics such as headcount, turnover, recruitment, absenteeism, and final settlement.
- Prepare and present monthly, quarterly, and ad-hoc analytical reports for senior management and governance committees.
- Automate reporting processes to enhance efficiency, minimise manual intervention, and improve data accuracy.
- Leverage advanced analytics and AI-driven tools to generate predictive insights and enable data-driven decision-making across HR functions.

2. HR Data Management & Governance

- Ensure the accuracy, completeness, and integrity of HR data across all systems, including HRIS, DMS, attendance, and payroll.
- Maintain, validate, and regularly update HR datasets to support reliable reporting and strategic analysis.
- Conduct periodic data audits to identify discrepancies and ensure timely correction and compliance with organisational standards.

3. Systems & Process Optimisation

- Collaborate with IT/MIS teams to enhance HR systems, dashboards, and automation frameworks.
- Support the implementation, integration, and continuous improvement of HR modules and digital tools.
- Identify opportunities for process optimisation, automation, and digital transformation within HR functions.

4. Stakeholder Engagement & Data Support

- Coordinate with HR units (Recruitment, C&B, Operations) to ensure timely and accurate data collection and reporting.
- Provide analytical support to leadership for strategic planning and decision-making.
- Respond to data requests from internal stakeholders in a timely and professional manner.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Statistics, or a related field.
- 7–8 years of relevant experience in HR analytics, MIS, reporting, or related roles.

Core Competencies

- Strong proficiency in advanced MS Excel (Pivot Tables, advanced formulas, data modeling).
- Expertise in data visualization tools (e.g., Power BI, Tableau, Google Data Studio).
- Solid understanding of HR metrics and workforce analytics.
- Hands-on experience with HRIS and payroll systems.
- Knowledge of database concepts and data structures (preferred).
- Strong analytical, problem-solving, and attention-to-detail skills.

Benefits and Compensation

Salary with Mobile & Internet allowance, Life & Medical insurance, Festival Bonus and Performance Bonus.

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