



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islaamicrelief.org.bd
Vacancy Title	Assistant MEAL Officer
Number of Vacancies	1
Working Place	Cox's Bazar (Ukhiya)
Project Name	Integrated Humanitarian Assistance to improve the Shelter, WASH & LPG vulnerability for the FDMN's (IHSAN)
Program Name	Humanitarian Crisis Response Programme
Nature of Role, Nationality	Project Staff
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	BDT 51659/ with 10% hardship 10% hardship allowance upon on monthly salary.
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc.
Age	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild after that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct, and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We prioritize ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Designing, planning & ensure effective monitoring of the project according to the project need	<ul style="list-style-type: none"> Support to program team for writing proposal Identification of partners in coordination with the HCRP program manager & project lead. Support to partner assessment & develop agreement Ensure the program quality framework in all relevant projects Develop different tools for monitoring & evaluation & research and study project activity Develop & review M&E plan, M&E framework & Logical framework as per program requirement Maintain & ensure donor requirements Contribute to developing an IMS for HCRP program & projects Ensure effective monitoring of the project activities 	30%

	<ul style="list-style-type: none"> • Prepare monthly work plan, break it down to daily/weekly work plan & ensure implementation monitoring • Regularly follow up the project activity & work progress • Review project-related crucial problems which are forwarded by the Project lead & take necessary steps to resolve them on a priority basis. 	
Accountability & learning	<ul style="list-style-type: none"> • Ensure complaint log & register at the project level • Practice & promote SPHERE & Core Humanitarian Standard (CHS) throughout the project • Ensure complaint & feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues about project activities • Contribute to coordinating, organizing workshops, training • Organize learning & workshops withing project & program. 	20%
Capacity building initiatives for project participants, key stakeholders & project staff	<ul style="list-style-type: none"> • Provided one-to-one coaching to staff for understanding project goal & objectives • Orient key stakeholders on Complaint & Feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues in relation to project activities • Organize training & workshops in different sector for internal & external stakeholders. 	10%
Ensure effective reporting, appropriate archiving & visibility according to the project need	<ul style="list-style-type: none"> • Prepare monthly, quarterly, interim & final narrative reports as per proposal, program and project needs • Provide progress reports to the country office & donor • Meet the different reporting deadlines • Update on track system in a regular basis • To ensure organizational visibility in different stages of the projects • Prepare, approve, organize & preserve all project-related documents & ensure they are sent to HCRP department within due time • Archiving the project documents (hard copy & soft copy) as per IR guidelines • Share different information to develop a project with the management team. 	15%
Research & evaluation	<ul style="list-style-type: none"> • Conduct research, PDM, After action review, Study baseline, end line • Work with IRB MEAL team to conduct different study • Conduct Mid-term evaluation • Provide technical support to Kobo tools development & orientation for Data collection for assessment purposes. 	10%
Ensure comprehensive & effective communication, coordination & advocacy with different stakeholders	<ul style="list-style-type: none"> • Coordinating overall implementation of program at field level • Ensure effective networking & coordination with CIC, UN, INGO, NGO's & other offices & other key stakeholders of the project • Ensure appropriate links with national/local authorities, state institutions, civil society & other relevant stakeholders, including effective coordination & information exchange with them • Represent Islamic Relief Bangladesh in coordination meetings at different level • Coordinate the project led to be managed within the agreed time, cost & quality constraints to enable delivery of the agreed outputs and/or benefits • Ensure that the beneficiaries are aware of the assistance & services available & how to access them; distribution points should be accessible & distribution mechanisms should take 	10%



	<p>into consideration groups with specific needs minimize chances of violence, abuse & exploitation</p> <ul style="list-style-type: none"> • Liaise with partners, government representatives, donor agencies & nation and international NGOs to ensure smooth implementation of the project • Support to organize phase-out meetings & lessons learnt workshops for further organizational development. 	
Other requirements	<ul style="list-style-type: none"> • Contribute to other project activities & any other tasks as required by program management • Willing & able to travel frequently for extended periods & to remote areas of the projects • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, fraud, bribery & money laundering to achieve the program's goals of safeguarding implementation & as well as Act as a key source support, guidance & expertise on the safeguarding of harm, abuse, neglect, harassment & exploitation, fraud, bribery & money laundering for establishing a safe working environment • Participate seasonal (Ramadan, Akika & Qurbani) & emergency response programs if require • Being a member of IR as a child-friendly organization, it is the core responsibility & obligation of each staff member to understand & obey IR Child Protection & PSEA Policy and respond accordingly as & when required • Perform any other duties assigned by the line manager. 	05%
	Total	100%

Person Specification:

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essential:

Knowledge, Skill & Qualification:

- Bachelors in Development Studies, Statistics, Social Science or any other relevant subject.
- Minimum 3 Years of working experience in Humanitarian Crisis Response, Monitoring, Evaluation, Accountability & Learning, Reporting & Documentation, Need Assessment & PDM, Work experienced in Institutional donor project.
- Practical knowledge in Project Implementation, Project Management, Social/Community Mobilization, Facilitation, Reporting & Documentation, Monitoring & Evaluation.
- Excellent in Financial Management, Decision Making, Conflict Resolution, Self-development, Leadership & Basic Photographic.
- Ability to understand Strategic Management & Staff Management.
- Problem Solving & Planning, analytical & organizational Skills.
- Ability to work under pressure & managed workload effectively.
- Supportive, effective & good team player.
- Advanced level of skills in report writing, proposal development & evaluation reports.
- Proven expertise of MS Word/Excel/Power Point.
- Excellent Coordination/Advocacy/Networking/Communication Skills

Apply Instruction:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date (**February 18, 2025**). Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal-opportunity employer. We encourage applications from all suitable candidates **regardless of race, family/ marital status, ethnicity, disability, class, caste, or religion.**