



Organization	<b>Islamic Relief Bangladesh</b>
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, <a href="http://islamicrelief.org.bd">islamicrelief.org.bd</a>
Vacancy Title	<b>Assistant Project Officer- Nutrition &amp; Agriculture</b>
Number of Vacancies	3
Working Place	Sunamganj/Cox's Bazar/Kurigram
Project Name	Inclusive Humanitarian Support to Reduce Food Insecurity of Disaster Affected Communities in Bangladesh (IHSAN-II)
Program Name	Humanitarian & Resilience Programme
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	BDT 51659/=
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.
Job Context	Islamic Relief Bangladesh (IRB) is leading a project in Kurigram, Sunamganj, and Cox's Bazar districts, focusing on supporting vulnerable communities through Multi-Purpose Cash Grants (MPCG), Cash for Work (CfW) for agricultural repairs, and WASH facility installations. The project also includes reactivating Union Women and Children Repression Prevention Committees and forming Community-Based Protection Committees to enhance community resilience. IRB collaborates closely with local government bodies, disaster management committees, and key humanitarian clusters to ensure that interventions are relevant, culturally appropriate, and aligned with local priorities. The project aims to empower communities, optimize resources, and achieve sustainable impact while fostering strong partnerships with local stakeholders.
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 (%)
<p><b>Implementation of the project in target location/s</b></p>	<ul style="list-style-type: none"> <li>• Take responsibility for overseeing all food security, nutrition, livelihood, and climate adaptive activities within the assigned location/s under the guidance of the Project Supervisor.</li> <li>• Assist in organizing the project inception meeting with stakeholders at various levels.</li> <li>• Ensure beneficiaries are selected according to the defined criteria in the proposal and validate selections with relevant authorities.</li> <li>• Conduct household surveys using KOBO tools to gather necessary data.</li> <li>• Assist in preparing community-level action plans.</li> <li>• Identify suitable sites for homestead agriculture and provide assistance for agricultural activities.</li> <li>• Provide support for the implementation of WASH, Protection, and FSL activities.</li> <li>• Facilitate workshops and meetings at the Upazila/City level.</li> <li>• Organize advocacy and awareness sessions within the community.</li> <li>• Conduct training sessions on agriculture irrigation techniques, harvesting methods, post-harvest management, and utilizing weather information for agricultural productivity.</li> <li>• Facilitate project inception and exit meetings at project locations.</li> <li>• Ensure the inclusion of gender, persons with disabilities, elderly, and other vulnerable communities in participant selection and project implementation steps.</li> <li>• Implement assigned project technical activities and adhere to approved field movement and technical activity plans.</li> <li>• Support or participate in various assessments, evaluations, and post-distribution monitoring activities.</li> <li>• Coordinate and cooperate with other team members effectively.</li> <li>• Engage in community mobilization efforts within IR guidelines and compliance standards.</li> <li>• Ensure alignment with project timelines, budget constraints, and quality standards for successful project outcomes.</li> <li>• Assist in establishing Complaints &amp; Feedback Mechanisms (CFM), Child Protection, Safeguarding, and Gender Sensitivity measures related to project activities.</li> <li>• Set up agricultural demonstration plots to showcase best practices.</li> </ul>	<p>60%</p>
<p><b>Ensure effective monitoring and supervision</b></p>	<ul style="list-style-type: none"> <li>• Conduct regular monitoring of agriculture-related activities at the beneficiary level.</li> <li>• Perform regular household visits to provide technical assistance and track asset growth progress.</li> <li>• Follow up with Group members using training knowledge imparted.</li> </ul>	<p>10%</p>

	<ul style="list-style-type: none"> <li>• Monitor the progress of project activities and ensure the quality of materials used, informing the project focal point or supervisor of any issues.</li> <li>• Facilitate the preparation of Household Adaptation Plans and track progress accordingly.</li> <li>• Ensure the collection of monthly Management Information System (MIS) data.</li> <li>• Gather data from demonstration plots, including yield data, cost-benefit analysis, and adaptability assessments.</li> </ul>	
<b>Capacity building initiatives</b>	<ul style="list-style-type: none"> <li>• Organize and lead Income Generating Activity (IGA) skill training sessions aimed at enhancing the economic capabilities of beneficiaries.</li> <li>• Coordinate and facilitate leadership training workshops to empower individuals within the community to take on leadership roles and responsibilities effectively.</li> <li>• Organize and facilitate group management training sessions to equip participants with the necessary skills to manage group dynamics and activities efficiently.</li> <li>• Conduct training sessions on smart agriculture techniques to introduce innovative and sustainable farming practices.</li> <li>• Conduct training on adaptive agriculture methods to help communities adapt to changing environmental conditions and enhance agricultural resilience.</li> <li>• Follow up on training sessions by providing hands-on training at the household level and conducting training refreshers to reinforce learning and address any challenges.</li> </ul>	10%
<b>Ensure effective reporting, appropriate archiving and visibility according to the project need</b>	<ul style="list-style-type: none"> <li>• Collaborate with the supervisor in drafting monthly, quarterly, interim, and final narrative reports in accordance with project proposals and requirements.</li> <li>• Aid the supervisor in compiling monthly progress reports to track project achievements and milestones.</li> <li>• Organize and maintain all project-related documents, ensuring timely submission to the Humanitarian &amp; Resilience Programme department.</li> <li>• Prepare or gather media and communication materials such as photographs and case studies to enhance project visibility.</li> <li>• Assist in archiving project documents, both in hard copy and electronic formats, following IR guidelines for documentation and record-keeping.</li> </ul>	10%
<b>Ensures comprehensive and effective communication, coordination and advocacy with different stakeholders</b>	<ul style="list-style-type: none"> <li>• Ensure effective networking and coordination with market actors</li> <li>• Ensure effective networking and coordination with DAE /DLS/DOF</li> <li>• Ensure effective networking and coordination with Union and upazila office.</li> <li>• Establish and maintain an effective coordination mechanism with key stakeholders of the project.</li> <li>• Represent Islamic Relief Bangladesh in coordination meetings at Union and Upzila level.</li> <li>• Assist in the phase-out meeting and lesson learned workshop for further organizational development.</li> <li>• Collect successful project completion letter form relevant authorities.</li> </ul>	5%
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Participate &amp; involve with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities.</li> </ul>	5%



	<ul style="list-style-type: none"><li>• Ensure that local purchase and expenditure are done as per Islamic Relief Bangladesh policy.</li><li>• Maintain the stock book, inventory and other essential register properly and timely in effective manner.</li><li>• Support in procurement of materials like requisition, follow-up etc.</li><li>• Take initiatives to ensure security of project staffs and participants during intervention.</li><li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li><li>• Perform any other duties assigned by Supervisor.</li></ul>	
	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:**

- BSc in Agriculture, Disaster Management, Development Studies, Social Science, Social Work, any other equivalent subject.
- Minimum 3 years' experience in Experience in working on resilient integrated farming, skill on Adaptative agriculture and livestock, Skills on community-based adaptation, preparing risk reduction action plan, livelihood, nutrition and food security.
- Practical knowledge in Project Implementation Skill, Social Mobilization Skill, Facilitation Skill, &
- Ability to understand Monitoring & Evaluation, Reporting & Documentation, Basic Photographic & Financial management.
- Excellent in Decision making, Conflict resolution, Leadership & Self-development.
- Problem solving & Planning, analytical and organizational skills.
- Ability to understand Strategic Management & Staff Management.
- Proven Expertise in Microsoft Word/ Excel/Power Point.
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali.
- Excellent Coordination/Advocacy/Networking/Communication Skills
- Ability to work under pressure and manage workload effectively.
- Disposition of a team player.
- Have a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh.

**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.**