



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- Protection &amp; GBV</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>Ensure equality, diversity, inclusion and protection across the projects of H&amp;RP</b></p>	<ul style="list-style-type: none"> <li>• Conduct gender and inclusion analysis at the program outset and incorporate findings in work plan and baseline data for ongoing monitoring and learning purposes;</li> <li>• Provide technical support for teams implementing protection programme in particular emergency response programme</li> <li>• Develop and deliver training to program staff and relevant stakeholders on protection &amp; inclusion-related issues, tools and approaches, and conduct awareness raising initiatives;</li> <li>• Incorporate gender and inclusion approaches in all project activities, including research and data collection;</li> <li>• Assist project teams in integrating gender, disability, intersectionality, protection and inclusion considerations into WaSH, food security ensuring that vulnerable groups have safe and dignified access to services.</li> <li>• Monitor and record project activities to ensure compliance with protection standards, focusing on safeguarding children, women, the elderly, and people with disabilities.</li> <li>• Organize and conduct regular sensitization sessions for project staff on protection, inclusion, and gender sensitivity to reinforce project alignment with cross-cutting issues.</li> <li>• Provide technical input considering the gender, protection and inclusion lens into the design of WaSH and Shelter interventions to ensure they are accessible and safe for all rights holders, including people with disabilities and children with disabilities.</li> <li>• Participate in field visits to assess the accessibility of shelter and sanitation facilities for persons with disabilities, observe, monitor and record the project interventions with the gender, protection and inclusion lens, share with relevant parties and ensure improvements where necessary.</li> <li>• Establish and maintain a referral system for referring vulnerable individuals to specialized protection services, ensuring effective follow-up.</li> <li>• Assist the project team in collecting age, gender, and disability-disaggregated data to better understand the needs of different groups and inform program decisions.</li> <li>• Contribute to regular reporting by documenting any protection-related concerns or challenges observed during project implementation.</li> <li>• Engage with local stakeholders, including community leaders, to promote awareness of protection and inclusion in WaSH and Shelter activities.</li> <li>• Actively ensure that the project adheres to child safeguarding and PSEA (Prevention of Sexual Exploitation and Abuse) standards during all activities.</li> </ul>	<p>40%</p>

	<ul style="list-style-type: none"> <li>Assist to conduct accessibility audits of the intervention in coordination with country protection and inclusion team</li> </ul>	
<b>Capacity-building initiatives for project participants, key stakeholders and project staff at program level</b>	<ul style="list-style-type: none"> <li>Facilitate training sessions for project staff on protection, gender, and inclusion, ensuring they understand how to integrate these into WaSH and Shelter activities.</li> <li>Organize awareness-raising sessions/workshops for key stakeholders, including local authorities and community leaders, on the importance of protection and inclusion.</li> <li>Capacity building of staff on safeguarding &amp; PSEA to deliver awareness sessions with the rights holders</li> <li>Support the development of training materials and resources that promote gender, disability, and inclusion awareness among project participants.</li> <li>Conduct capacity-building sessions with community volunteers, focusing on identifying and addressing protection risks within their communities.</li> <li>Collaborate with other sectors to ensure that training on protection and inclusion is incorporated into broader capacity-building initiatives.</li> <li>Provide ongoing technical support to project staff and key stakeholders to strengthen their understanding of cross-cutting protection issues.</li> <li>Organize refresher trainings and follow-up workshops to ensure continuous learning and improvement in protection and inclusion practices.</li> <li>In regular intervals, capture the training needs of staff and arrange sessions on a need basis on gender, protection and inclusion</li> <li>Participate in organizational and network meetings, training and workshops and share meeting reports timely</li> <li>Provide orientation to volunteers, vendors, partners, data enumerators etc. on Safeguarding, PSEA and CFM</li> </ul>	15%
<b>Reporting and Documentation</b>	<ul style="list-style-type: none"> <li>Lead to conduct gender analysis for each project and prepare a quality gender analysis report</li> <li>Prepare and submit timely reports on protection and inclusion activities, highlighting key achievements, challenges, and recommendations.</li> <li>Document best practices, case studies, and lessons learned related to protection and inclusion within the WaSH and Shelter project.</li> <li>Maintain accurate and confidential records of protection/Safeguarding/PSEA incidents/complaints/observations and follow-up actions taken, ensuring data integrity</li> <li>Contribute to the development of narrative reports for donors and stakeholders, ensuring protection and inclusion aspects are well-represented.</li> <li>Regularly update the protection and inclusion database, ensuring data is disaggregated by age, gender, and disability.</li> <li>Collaborate with the Safeguarding and protection unit and MEAL team to track and document the impact of protection and inclusion interventions on project outcomes. Assist to</li> </ul>	15%

	develop IEC material providing proper documents of protection and inclusion practices across the project	
<b>Ensures effective communication and coordination with stakeholders</b>	<ul style="list-style-type: none"> <li>Actively Participate in field-level meetings and working groups relevant to WaSH, Shelter, Protection and other relevant sectors</li> <li>Collaborate with sector leads to ensure protection considerations are included in project activities</li> <li>Liaise with Cox level PSEA networks and other relevant sectorial to represent IRB</li> <li>Maintain regular communication with project teams to ensure alignment on protection and inclusion activities in their respective project activities</li> <li>Liaise with local authorities, community leaders, and other stakeholders to ensure inclusive practices are integrated into project activities.</li> <li>Support the dissemination of information on available protection services to community members, ensuring clear communication channels.</li> <li>Assist in strengthening relationships with local NGOs, UN agencies, and other partners to enhance protection coordination</li> <li>Provide input into advocacy efforts by sharing field-level insights on protection and inclusion gaps and needs</li> <li>Maintain consistent coordination with country protection inclusion and safeguarding team to make the humanitarian projects more protection and inclusion focused</li> <li>To bridge communication between project staff and beneficiaries to ensure concerns related to protection and inclusion are addressed</li> <li>Regular record keeping and report sharing of Safeguarding, PSEA, Gender, Protection and Inclusion activities with country safeguarding, protection and inclusion team</li> </ul>	20%
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>Participate &amp; involved with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities ensuring that the seasonal programs are maintaining the protection and inclusion principles in the project implementation.</li> <li>Ensure that local purchases and expenditures are done as per Islamic Relief Bangladesh policy.</li> <li>Maintain the stock book, inventory and other essential registers properly and timely in an effective manner.</li> <li>Support in procurement of materials like requisition, follow-up etc.</li> <li>Take initiatives to ensure the security of project staffs and participants during the intervention.</li> <li>Facilitate donor/external visits and ensure that recommendations of visitors are addressed.</li> <li>Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>To ensure organizational visibility in different stages.</li> <li>Perform any other duties assigned by the 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:**

- Bachelor Degree in Social Science / Anthropology/ Development studies / Conflict & Peace studies/ Women and Gender studies/Law/ Refugee Studies or any other relevant disciplines from UGC Approved University.
- Minimum 3 years' experience in gender, protection, GBV, emergency context, disaster management sector.
- Practical knowledge in Project Implementation Skill, Social Mobilization Skill, Facilitation Skill & Reporting & Documentation.
- Excellent in Decision making, Conflict resolution, Leadership & Self-development.
- Proficient in case management with a strong awareness of cultural sensitivity.
- Problem solving & Planning, analytical and organizational skills.
- Ability to understand Strategic Management & Staff Management.
- Proven Expertise in Microsoft Word/Excel/PowerPoint and Basic Internet
- 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.

**Desirable:**

- Understand Monitoring & Evaluation, Basic Photographic & Financial management.

**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.**