



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	Field Assistant
Number of Vacancies	1
Working Place	Noakhali, Hatiya (Bhasanchar)
Program Name	Humanitarian Crisis Response
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 54242 (Consolidated Salary)
Benefits & Allowances	Insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R), Accommodation will be provided by Islamic Relief Bangladesh (only applicable for Bhasanchar).

### 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 (%)
Ensure primary MC education for FDMN children	<ul style="list-style-type: none"> <li>Main Responsibilities: Responsible for monitoring and supervising two schools (both shifts) and classrooms-including the quality of instruction, code of conduct</li> <li>Observe 25 classrooms to identify key gaps in material development quality and provide necessary suggestions.</li> <li>Contribute to develop 5 quality observation tools eg. Primary, based on activities to ensure quality education services.</li> <li>Contribute in the development of various types of educational and curriculum materials, assessment tools and subjects Caregiver guidelines, Myanmar Curriculum Subject- etc.</li> <li>Support to formulate, maintain and document quality control standards and ongoing quality of education to achieve its objectives.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Provide technical support to Teachers and Mentors to develop lesson plans, monitor classroom activities, support to facilitate Teachers' learning circle.</li> <li>• Support Technical Officer in developing training content as per the PD with input from concerned persons.</li> <li>• Monitor the registering attendance and enrollment of the respective schools</li> <li>• Community engagement - organize parents' meetings, SMC meetings, visit parents with adolescent girls not attending schools etc.</li> <li>• Prepare weekly and monthly reports and send it to the concerned authority.</li> <li>• Work with the Teaching and Learning Officer to provide feedbacks on the lesson plans development</li> <li>• Ensure the safety of team members from any harm, abuse, neglect, harassment and exploitation to achieve the program's goals on safeguarding implementation. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.</li> <li>• Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.</li> <li>• Follow the safeguarding reporting procedure in case any reportable incident takes place, and encourage others to do so.</li> </ul>	
Monitoring & evaluation and Knowledge Management-	<ul style="list-style-type: none"> <li>• Ensure day-to-day observation, monitoring and follow-up of all field activities mentioned in the annual action plan and directed by the programme management;</li> <li>• Conduct regular team meetings and share the knowledge &amp; findings to ensure effective programme implementation;</li> <li>• Assist the programme management and MEAL team to conduct research, study, data collection and impact assessment as per (MEAL) framework and ensure quality implementation</li> <li>• Take the initiative to make the CFRM (Complaint and Feedback Response Mechanism) active and monitor regularly, and circulate other Govt. hotline services (i.e. 999, 333, 109);</li> <li>• Conduct programme risks assessment and share the mitigation strategy with programme management regularly;</li> <li>• Manage various audits (external &amp; internal) and queries from different agencies regarding respective field offices as per the organizational requirement;</li> </ul>	15%
Financial Management	<ul style="list-style-type: none"> <li>• Manage project finance &amp; budget (i.e. Bill, vouchers, PR, money requisition, cash advance, etc.) following organizational tools &amp; system;</li> <li>• Maintain oversight of grant disbursement to direct beneficiaries as well as other contractual aspects of the programme, and provide required support to ensure financial reports as per the requirement of programme management.</li> </ul>	05%
Staff Management & Capacity Building	<ul style="list-style-type: none"> <li>• Ensure required capacity of respective field staff in delivering qualitative output, and properly acknowledge their performance (annual performance appraisal, daily attendance, field movement register) at least bi-weekly;</li> <li>• Identify learning &amp; development needs, and take required action to fill the gaps/needs in coordination with programme management and HRM&amp;D unit;</li> <li>• Ensure proper action to make the staff accountable for their responsibilities as well as to IR.</li> </ul>	10%



Reporting and Documentation	<ul style="list-style-type: none"> <li>• Take lead to produce quality programme/project progress reports as per the requirements of donors &amp; IR</li> <li>• Prepare monthly/ quarterly/any other reports of project as required by line management;</li> <li>• Collect the most significant case stories from field and prepare learning document.</li> </ul>	10%
Others	<ul style="list-style-type: none"> <li>• Participate &amp; involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities.</li> <li>• Take initiatives to ensure the security of project staff and participants during the intervention.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.</li> <li>• Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection &amp; PSEA Policy and respond accordingly as and when required.</li> <li>• Perform any other duties assigned by the Supervisor.</li> </ul>	10%
	Total	100%

**Essential:**

**Knowledge, Skill & Qualification:**

- Bachelors' degree in Education, Social Work or Sociology, Development Studies, Psychology.
- Experience in working with Rohingya Response. Preferably in the Education sector.
- Practical knowledge in Project Implementation, Project Management, Social/Community Mobilization, Facilitation, Reporting & Documentation.
- Financial management, Decision making, Conflict resolution, Self-development skill.
- Ability to understand KoBo Toolbox application.
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali. Chittagongnian Dialect is must.
- Proven Expertise in Microsoft Word/ Excel/PowerPoint.
- Excellent Coordination/Advocacy/Networking/Communication Skills
- Problem Solving, Planning, analytical and organizational skills
- Ability to work under pressure and manage workload effectively
- Disposition of a team player.

**Experience**

- Minimum 3 years' experience in Rohingya Response. Preferably in the Education sector.

**Desirable:**

- Knowledge in Monitoring & Evaluation, Basic Photographic, Strategic Management, Staff Management,
- Knowledge in MS office application software, Auto Cad, Drawing-design.

**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. 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.**