



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 Officer
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 75295 (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: Supervise Field Assistants (FA) to operate the school smoothly.</li> <li>Guide, train, and monitor Field Assistants.</li> <li>Lead community engagement efforts.</li> <li>Conduct out-of-school children surveys, analyze the data, and provide actionable insights.</li> <li>Monitor parents' meetings and School Management Committee (SMC) meetings.</li> <li>Provide training on emergency preparedness and Disaster Risk Reduction (DRR).</li> <li>Develop and oversee the implementation of school DRR plans.</li> <li>Supervise Rohingya disability volunteers.</li> </ul>	50%

	<ul style="list-style-type: none"> <li>• Work closely with the Gender Officer and ensure gender inclusion in all activities.</li> <li>• Conduct Gender GAP Analysis within the scope of all projects in Bhasan Char.</li> <li>• Oversee school activities, including teachers, volunteers, and overall decoration and functionality.</li> </ul>	
Monitoring & evaluation and Knowledge Management	<ul style="list-style-type: none"> <li>• Ensure day-to-day observation, monitoring, and follow-up of field activities as outlined in the annual action plan.</li> <li>• Conduct regular team meetings, share findings, and ensure effective program implementation.</li> <li>• Assist in research, data collection, and impact assessment as per MEAL framework.</li> <li>• Circulate the Complaint and Feedback Response Mechanism (CFRM) hotline services (e.g., 999, 333, 109).</li> <li>• Conduct program risk assessments and share mitigation strategies with management.</li> <li>• Manage internal and external audits and address queries from agencies.</li> </ul>	15%
Financial Management	<ul style="list-style-type: none"> <li>• Manage bills, vouchers, purchase requests (PR), money requisitions, and cash advances.</li> <li>• Oversee and ensure compliance with financial reporting requirements.</li> </ul>	05%
Staff Management & Capacity Building	<ul style="list-style-type: none"> <li>• Supervise, manage, and support field staff to achieve program objectives.</li> <li>• Mentor and guide field staff to enhance performance and ensure accountability.</li> <li>• Identify staff learning and development needs; coordinate with HR and program management to address gaps.</li> <li>• Provide capacity-building training to Field Assistants (FAs).</li> </ul>	10%
Reporting and Documentation	<ul style="list-style-type: none"> <li>• Submit quality progress reports (weekly, monthly, quarterly) to the Project Management.</li> <li>• Prepare and submit meeting and training reports to the finance department.</li> <li>• Document significant case stories and lessons learned from the field.</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:**

- Master's degree in Education, Social Work or Sociology, Development Studies, Psychology.
- Experience in working in Education sector. Preferably in the Humanitarian Sector.
- Practical knowledge in Project Implementation, Project Management, Social/Community Mobilization, Facilitation, Reporting & Documentation.
- Excellent in Financial management, Decision making, Leadership, Conflict resolution, Self-development.
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali.
- 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 5 years' experience in Education sector. Preferably in the Humanitarian Sector.

**Desirable:**

- Knowledge in Monitoring & Evaluation, Basic Photographic, Strategic Management & Staff Management,
- Ability to understand KoBo Toolbox application.
- 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.**