



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Gender Officer
Number of Vacancies	1
Working Place	Noakhali, Hatiya (Bhasanchar)
Program Name	Humanitarian Crisis Response 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 83956/= (Consolidated Salary)
Benefits & Allowances	Mobile Bill, Tour Allowance, Weekly Two Holidays, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R), Other benefits will be provided as per the organizational HR Policy, 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 (%)
Gender mainstreaming in	<ul style="list-style-type: none"> Lead efforts to mainstream gender considerations across all education programs and activities. 	25%

the FDMNs communities in the Bhsanchar	<ul style="list-style-type: none"> • Conduct gender assessments and analyses to identify gender-specific challenges and opportunities within the education sector. • Develop and implement strategies to ensure gender-responsive curriculum, teaching methodologies, and school management practices. • Collaborate with project field staff and different community stakeholders to integrate gender equality principles into education program implementation and practices. 	
Targeted initiatives for Girls' Education	<ul style="list-style-type: none"> • Develop and implement targeted initiatives to increase girls' enrollment and retention in learning facilities. • Identify barriers to girls' education and design interventions to address these challenges in Rohingya camps context. • Advocate for girls' education within the refugee community and among humanitarian actors. • Support the establishment of safe and conducive learning environments for girls. 	25%
Capacity Building and Training	<ul style="list-style-type: none"> • Provide training and capacity-building sessions for project staff on gender-sensitive and girls' education programming. • Develop and contextualize training materials to build knowledge, capacity and awareness session on positive gender norms, importance of girl's education and as per the need of the field, especially for female volunteers and religious leaders. • Monitor and evaluate the impact of gender and girls' education initiatives and make necessary adjustments. 	10%
Community engagement and consultation	<ul style="list-style-type: none"> • Develop agenda and key messages for the community engagement meetings and support the field staff for successful conduction • Identify and engage with key stakeholders within the community, including community leaders, elders, and women's groups. Organize regular community meetings to provide updates on projects, gather feedback, and address concerns. • Conduct focus group discussions with community members to delve deeper into specific issues and gather qualitative data. Administer surveys and questionnaires to collect quantitative data and measure community opinions. • Ensure that all engagement efforts are culturally sensitive and respect local traditions and norms. • Ensure effective communication by addressing language barriers and using appropriate communication channels. 	15%

	<ul style="list-style-type: none"> Collect quarterly reflections from the community to improve the community engagement strategy. 	
Advocacy, Coordination and Collaboration	<ul style="list-style-type: none"> Collaborate with other women led organization, NGOs, and government bodies at camp level to ensure coordinated efforts in promoting girls' education and gender equality. Participate in UNICEF all partner monthly gender meetings and work closely with UNICEF gender focal point to share the organizational progress, challenges and opportunities representing gender and girls' education concerns. 	10%
Knowledge Management, Monitoring & Reporting	<ul style="list-style-type: none"> Work closely with information and data officer to track, compile and analyze data on gender Monitor children's attendance, especially girls' attendance, retention and participation in classes and provide regular reports to supervisors and stakeholders. Document best practices, success stories and lessons learned related to gender mainstreaming and girls' education. 	10%
Others	<ul style="list-style-type: none"> Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. Take initiatives to ensure the security of project staff and participants during the intervention. Willing and able to travel frequently for extended periods and to remote areas of the projects. 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 safe working environment. 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 & PSEA Policy and respond accordingly as and when required. Perform any other duties assigned by the Supervisor. 	5%
	Total	100%

Essential:

Knowledge, Skill & Qualification:

- Master's degree in Women & Gender studies, Social Science, Anthropology, Development studies.
- Experience in working in Gender and Girls' Education based intervention, Protection & inclusion related intervention, Working in humanitarian or refugee education programs.

Intermediate (Practical application) Competency:

Project Implementation Skill.

Social Mobilization Skill

Facilitation Skill

Coordination/Advocacy/Networking/Communication Skill

Monitoring, Reporting & Documentation

Decision making

Conflict resolution

Leadership

Problem solving

Planning, analytical and organizational skills

Strategic Management,

Expected to adopt cultural Sensitivity

Ability to work under pressure and manage workload effectively

Supportive, effective and good team player

Volunteer Management

Expected to adopt cultural Sensitivity

Willing to adapt to IRW's norms and values

IT Skill: Working knowledge/Proven Expertise of Microsoft Word/ Excel/Power Point

Language Skill: Must have proficiency in Chittagong language. Knowledge in sign language will added value.

Experience

- Minimum 5 years' experience in Gender and Girls' Education based intervention, Protection & inclusion related intervention, Working in humanitarian or refugee education programs.

Novice (Limited Experience) Competencies

- Basic Photographic Skill
- Financial management
- Self-development

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 **(May 10, 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.**