

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Assistant Officer – Protection & Inclusion
Number of Vacancies	01
Working Place	Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager & matrix relation with Safeguarding & PSEA Officer
Project	Food Security, Livelihood and LPG project (FSLL)
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 69,228/= (Consolidated salary)
Benefits & Allowances	A consolidated salary will be provided. No other benefits will be entitled apart from accommodation, mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, R&R, Maternity, Paternity) etc.

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, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, 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 in the wake of 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 type of 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 place a high priority on 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 equality, diversity, inclusion and protection across the projects of HCRP.	- Assist project teams in integrating gender, disability, intersectionality, protection and inclusion considerations into Livelihood & LPG Support activities, ensuring that vulnerable groups have safe and dignified access to services. - Monitor and record project activities to ensure compliance with protection standards, focusing on safeguarding children, women, elderly, and people with disabilities. - Organize and conduct regular sensitization sessions for project staff on protection, inclusion, and gender sensitivity to reinforce project alignment with cross-cutting issues. - Provide technical input considering the gender, protection and inclusion lens into the design of Livelihood and LPG Support interventions to ensure they are accessible and safe for all rights holders, including people with disabilities and children with disabilities. - Participate in field visits to assess the accessibility of Livelihood and LPG Support facilities for persons with disabilities - Observe, monitor and record the project interventions with the gender, protection and inclusion lens, share with relevant party and ensure improvements where necessary. - Assist to establish and maintain a referral system for referring vulnerable individuals to specialized protection services, ensuring effective follow-up. - Assist the project team in collecting age, gender, and disability- disaggregated data to better understand the needs of different groups and inform program decisions. Contribute to regular reporting by documenting any protection- related concerns or challenges observed during project implementation. - Engage with local stakeholders, including community leaders, to promote awareness of protection and inclusion in Livelihood and LPG Support activities. - Actively ensure that the project adheres to child safeguarding and PSEA (Prevention of Sexual Exploitation and Abuse) standards during all activities. - Assist to conduct accessibility audits of the intervention in coordination with count protection and inclusion team	40%

Capacity building initiatives for project participants, key stakeholders and project staff at program level.	- Facilitate training sessions for project staff on protection, gender, and inclusion, ensuring they understand how to integrate these into Livelihood, Food security and LPG Support activities. - Organize awareness-raising session/workshops for key stakeholders, including local authorities and community leaders, on the importance of protection and inclusion. - Assist in Capacity building of staff on safeguarding & PSEA to deliver awareness sessions with the rights holders. - Support the development of training materials and resources that promote gender, disability, and inclusion awareness among project participants. - Support conducting capacity-building sessions with community volunteers, focusing on identifying and addressing protection risks within their communities. Support collaborating with other sectors to ensure that training on protection and inclusion is incorporated into broader capacity building initiatives. - Provide ongoing technical support to project staff and key stakeholders to strengthen their understanding of crosscutting protection issues. - Support to organize refresher training and follow-up workshops to ensure continuous learning and improvement in protection and inclusion practices. In regular interval, capturing the training needs of staff and arranging sessions on need basis on gender, protection and inclusion - Provide orientation to volunteers, vendors, partners, data enumerators etc. on Safeguarding, PSEA and CFM.	15%
Reporting and Documentation	- Support to conduct gender analysis for the project and prepare quality gender analysis report. - Prepare and submit timely reports on protection and inclusion activities, highlighting key achievements, challenges, and recommendations. - Document best practices, case studies, and lessons learned related to protection and inclusion within the Food security, Livelihood and LPG support (FSLL) project. - Maintain accurate and confidential records protection/Safeguarding/PSEA incidents/complaints/ observations and follow-up actions taken, ensuring data integrity. - Contribute to the development of narrative reports for donors and stakeholders, ensuring protection and inclusion aspects are well- represented. - Regularly update the protection and inclusion database, ensuring data is disaggregated by age, gender, and disability. - Collaborate with Safeguarding and protection unit and MEAL team to track and document the impact of protection and inclusion interventions on project outcomes. Assist to develop IEC material providing proper documents of protection and inclusion practices across the project.	15%
Ensures effective communication and coordination with stakeholders.	- Actively Participate in field-level meetings and working groups relevant to Food security, Livelihood, Protection and other relevant sectors. - Collaborate with sector leads to ensure protection considerations are included in project activities - Maintain regular communication with project teams to ensure alignment on protection and inclusion activities in their respective project activities. - Support the dissemination of information on available protection services to community members, ensuring clear communication channels. - Assist in strengthening relationships with local NGOs, INGOs, CiC, ARRC, UN agencies, and other partners to enhance protection coordination. - Provide input into advocacy efforts by sharing field-level insights on protection and inclusion gaps and needs. - Maintain consistent coordination with country protection inclusion and safeguarding team to make the humanitarian projects more protection and inclusion focused. - To bridge communication between project staff and beneficiaries to ensure concerns related to protection and inclusion are addressed. - Regular record keeping and report sharing of Safeguarding, PSEA, Gender, Protection and Inclusion activities with country safeguarding, protection and inclusion team.	20%
Other Requirements	- Participate & 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. - Ensure that local purchase and expenditure are done as per Islamic Relief Bangladesh policy. - Maintain the stock book, inventory and other essential register properly and timely in effective manner. Support in procurement of materials like requisition, follow-up etc. - Take initiatives to ensure security of project staff and participants during intervention. - Facilitate donor/external visit and ensure that recommendation of visitors is addressed. - Willing and able to travel frequently for extended periods and to remote areas of the projects. - To ensure organizational visibility in different stages. - Perform any other duties assigned by Supervisor.	10%
	Total	100%

Person Specification:**Essential:****Academic Qualification**

- Bachelor's degree in social science or any other relevant disciplines.
- Master's Degree will be preferred.

Experience

- Minimum 3 years' working experience in safeguarding, PSEA, protection, inclusion, and GBV sectors.
- Experience working in humanitarian response/FDMN context is highly preferred.

Core Competencies

- Strong skills in Project Implementation Skill, Project Management, Social/Community Mobilization Skill, Facilitation Skill, Reporting & Documentation Skill.
- Excellent in Coordination/Networking/Communication Skill, Monitoring & Evaluation, Activity Management, Communication & Networking.
- Demonstrated teamwork, Leadership and collaboration skills.
- Excellent in Problem-Solving, Conflict Resolution.
- Positive attitude and willingness to collaborate effectively within teams.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Committed to self-development, continuous learning and quality improvement; displays self-confidence and self-motivation.
- Commitment to the organization's vision and mission.
- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in the most remote areas of Bangladesh if required any emergency.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using.

Language Requirements

- Strong proficiency in reading, writing, speaking, and listening in both English, Bengali and Chittagong Dialect.

Desirable

- Ability to understand Financial Management.
- Excellent in Decision Making.
- Skills in planning, analytical/strategic 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. Only shortlisted candidates will be contacted for further selection

EQUAL OPPORTUNITIES:

Female Candidates are highly encouraged to apply. However, 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.