

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 Project Officer – Agriculture
Number of Vacancies	01
Working Place	Bhasanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Officer
Project	Food Security, Livelihood and LPG project (FSL)
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 (%)
Implementation & Management of the Field Level Activities	- Ensure the implementation of IRW-UK funded all Agriculture-related components specially, homestead gardening, plot-based agriculture, vermicomposting, nursery development, mushroom production of the project. - Conduct a survey to select rightsholders according to the guidelines for the project. - Formation & functioning of self-help Groups. - Organize and facilitate field-level training, meetings for the right holders. - Providing technical support on agriculture, vermicomposting, homestead gardening as well as nursery development related activities. - Develop individual, need based & appropriate household business plans. - Conduct agriculture & livelihood analysis at the cluster & household level. - Time to time share new agricultural (Crop, composting, homestead gardening, mushroom production, etc.) technology with rightsholders and motivate them to implement it. - Assist the project team in providing technical support on agriculture related activities. - Design individual, need based appropriate IGA training plan.	60%

	• Provide agricultural, IGA and business promotion training for project participants. • Provide input support & field solutions to the rights holders. • Follow up IGA of each project participants. • Monitor & supervise the field level project activities. • Assist the project team to provide technical support on agricultural related activities. • Collect the analyzes information on the context of livelihoods. • Prepare service map of the camp area.	
Advocacy, Networking and Communication	• Establish network with the government agriculture department, livestock department and other service providers to bring the project participants under various GO & NGOs support. • Establish network with local GO, NGO bodies and link their facilities with project participants. • Enhance market linkage with the local markets and value addition. • Strengthen existing community groups & networks. • Organize knowledge sharing and technology transferring sessions in collaboration with other livelihood actors.	20%
Reporting and Documentation	• Ensure accurate record keeping and systematic documentation & filing. • Provide information for monthly, interim, final reports and sectoral reports. • Collect case stories from the field. • Document best practices and lesson learnings. • Collect visual documentation of agricultural activities • Maintain proper documentation - event reports, success stories etc.	10%
Materials Development	• Develop flip charts, and different awareness materials for field level training on agriculture, homestead gardening, vermicomposting, mushroom production, nursery development etc. • Develop training modules on agriculture, homestead gardening, vermicomposting, mushroom production, nursery development etc.	5%
Other requirements	• Contribute to other project activities and any other tasks as required by program management • Willing and able to travel frequently for extended periods and to remote areas of the project • Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery & Money Laundering to achieve the program's goals of safeguarding implementation and as well as Act as a key source of support, guidance and expertise on the safeguarding of harm, abuse, neglect, harassment and exploitation, Fraud, Bribery & • Money Laundering for establishing safe working environment • Participate seasonal (Ramadan, Akika & Qurbani) & emergency response program s if require. • 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 IR Child Protection & PSEA Policy and respond accordingly as and when required. • Perform any other duties assigned by the line manager.	5%
Total		100%

Person Specification:

Essential:

Academic Qualification

- Bachelor of Science in Agriculture or Diploma in Agriculture or relevant subject.

Experience

- Minimum 3 years' working experience for Bachelor of Science in Agriculture or 5 years for Diploma in Agriculture.
- Relevant working experience in Livelihood and food security sector, agricultural activities, vermicomposting, homestead gardening/ plot-based agriculture, nursery development, mushroom production & Developing market linkage and value addition.
- 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, 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 Monitoring & Evaluation & 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.