

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Community Mobilizer
Number of Vacancies	02
Working Place	Ukhiya
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Project	Life Saving Selter LPG & WASH Support for Rohingya Refugees in Ukhiya & Bhasanchar Camp, Bangladesh.
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to May 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 38,753/= (Consolidated salary)
Benefits & Allowances	A consolidated salary will be provided. No other benefits will be entitled apart from mobile bill, tour allowance/Per-diem, insurance coverage (IPD, OPD, Life, DB, CIB), Leave (Annual, Casual, Sick, TOIL/CTO, 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 Field Level Activities.	- Conduct door-to-door household surveys/assessment, FGDs, KIs, PDM, and KAP surveys to identify vulnerable households and assess shelter and NFI as per project needs. - Identify suitable sites/HH for shelter, NFI assistance in Ukhiya Camps. - Facilitate beneficiary identification, verification, and finalization in accordance with IRB selection criteria and established assessment methodologies. - Coordination with Majhis, community leaders, SMS, Protection teams, CiC offices, and other relevant stakeholders to ensure effective community engagement. - Facilitate community-based volunteer groups, SSL groups, and SD committees. - Support shelter kit, NFI, and SSL kit distributions, including token distribution, beneficiary verification, and distribution documentation. - Maintain beneficiary lists, Volunteers/Casual labor attendance records, muster rolls, distribution sheets, handover documents, and other project records. - Manage and monitor volunteers and casual labourers engaged in shelter construction, repair, and site development activities. - Monitor shelter material stock management, maintain proper documentation, and follow up on the appropriate utilization of distributed materials at the household and site levels. - Prepare and maintain assessment reports and beneficiary documentation for review, endorsement, and validation by relevant authorities.	35%

Project intervention tracking	• Monitor shelter hardware activities using established monitoring checklists and project quality standards. • Supervise shelter construction and repair activities at the beneficiary level to ensure quality, safety, and compliance with technical guidelines. • Monitor all stages of project implementation in accordance with approved proposals, work plans, organizational guidelines, and IRB procedures. • Ensure inclusive and equitable access to Shelter and NFI assistance, considering market accessibility, protection risks/lens, and the needs of vulnerable groups. • Prepare and implement individual work plans aligned with project activities and timelines. • Conduct regular field monitoring and follow up on corrective actions to ensure quality implementation and compliance with instructions from the line manager. • Promote the safe collection, handling, and disposal of shelter waste in camps in accordance with established environmental and safety standards. • Develop and implement community-based action or business plans, as required by the project. • Ensure compliance with PSEA, Safeguarding, and other relevant organizational policies throughout project implementation. • Facilitate Community Feedback, Response and Mechanism (CFRM) processes by documenting complaints, referring cases to the appropriate personnel, and following up in accordance with established procedures.	35%
Mobilize the FDMN community	• Conduct community awareness sessions on project objectives, activities, and expected outcomes related to Shelter, NFI, and SD. • Raise beneficiary awareness on the appropriate use and maintenance of shelter assistance and SD infrastructure at household and community levels. • Disseminate IEC materials on shelter technical guidelines, safe construction practices, and maintenance. • Facilitate the formation, capacity building, and effective functioning of EPR groups, community-led volunteer groups, SSL groups, and SD user committees within FDMN communities. • Strengthening communication and coordination between FDMN communities and IRB by exploring project activities, implementation procedures, beneficiary selection criteria, and community participation mechanisms.	20%
Others	• Support the implementation of seasonal and emergency response activities, including Ramadan, Qurbani, winterization, and other humanitarian interventions, as required. • Contribute to security and risk mitigation measures to ensure the safety and security of project staff, volunteers, and beneficiaries during field activities. • Willing and able to travel frequently, including extended stays in remote project locations, as required. • Promote a safe and respectful working environment by preventing and reporting harm, abuse, neglect, harassment, exploitation, and other safeguarding concerns in accordance with organizational policies. • 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.	10%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Bachelor Degree (3 Years) in Social Science, preferably in Social Work or Social Welfare or Sociology or Development Studies or any other relevant discipline.

Experience

- Minimum 2 years of working experience in Emergency response (Distribution), Shelter, Community Mobilization, Behavioral Changing Activity.
- FDMN context is highly preferred.

Core Competencies

- Strong competency in Project Implementation, Facilitation, and Social/Community Mobilization.
- Excellent skills in Coordination, Networking, and Communication.
- Good competency in Reporting & Documentation.

- Good competency in Financial Management, Decision-Making, Conflict Resolution, Leadership, and Problem-Solving.
- Strong commitment to IR's Vision and Mission and its core values of Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Strong commitment to Self-Development
- Good organizational and teamwork skills, with the ability to work effectively under pressure and manage workload.
- Willingness and ability to adapt to IR's norms, values.
- Good knowledge and awareness of personal Health, Safety and Security.
- Proficient with Kobo toolbox.
- Willingness to travel and work in Bangladesh's most remote areas.

IT Skills

- Proficiency in Microsoft Word/Excel /PowerPoint & Basic Internet using, Database Management, Basic Hardware & Software Installation/Troubleshooting etc.

Language Requirements

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

Desirable

- Familiarity with Project Management.
- Practical exposure to Monitoring and Evaluation processes.
- Competence in Basic Photography techniques.
- Understanding of Planning and Organizational Skills.
- Basic knowledge and understanding of Staff 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