

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	03
Working Place	Ukhiya & Bhashanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Project Manager
Project	Life Saving Shelter LPG & WASH Support for Rohingya Refugees in Ukhiya & Bhasanchar Camp, Bangladesh.
Programme	Humanitarian Crisis Response Programme
Project Period	Project Duration up to March 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 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 Field Level Activities	- Conduct door-to-door household survey to identify the most vulnerable beneficiaries at Ukhiya camps. - Conduct FGD with different stockholders and communities. - Organized various assessments like PDM, KAP survey, and KII as per project need. - Identifying suitable sites for WASH and NFI activity implementation at Ukhiya camps. - Ensure token distribution for WASH/WaSH kits distribution accordingly. - Ensure daily attendance for casual labour & approved volunteer in WASH & WASH activities. - Prepare a beneficiary list, Muster roll and distribution/hand over copy etc. - Close communication with Majhi, community leader, SMS, protection, & other stakeholders. - Casual labour management for construction work. - To collect various eligible lists for distributing WASH Kits, NFI & Hygiene kits. - Form community lead volunteer group, HP group and Waste management committee. - Supervise the beneficiary's identification as per fixed selection criteria and by the methodology fixed by IR.	35%

	- Select the most appropriate site for construction of WASH infrastructure at the Ukhiya camp and host community - Finalize the beneficiary by ensuring endorsement and validation from relevant authorities.	
Project intervention tracking	- To monitor hardware activities according to the monitoring checklist. - Ensure inclusive assistance of WASH & NFI support, market access. - Prepare individual work plans according to project activity. - Ensure safe disposal of faecal sludges and solid waste management at Camps - Supervise construction activities at the beneficiary level. - Ensure PSEA, safeguarding, and CFRM in project activity implementation. - Prepare a business plan at the community level and execute it. - Follow the individual work plan for quality control of project activities. - Reading proposals and organizational guidelines and act accordingly. - Ensure that standards and instructions are given by the line manager and Islamic Relief Bangladesh procedures. - Supervise and monitor each stage of the activities.	35%
Mobilize the FDMN community	- Conduct awareness sessions in connection with project objectives and goals. - Awareness raising for the HHs and community. - Prepare different IEC materials related to WASH. - Formation & Functional of different user groups.	20%
Others	- Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. - Assist to take initiatives to ensure the security of project staff, volunteers 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 a 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.	10%
	Total	100%

Person Specification:

Essential:

Academic Qualification

- Bachelors degree (Three years) in Social Sciences, preferable in Social Work or Social Welfare or Sociology or Development Studies or a related discipline.

Experience

- Minimum 2 years of working experience in Humanitarian Response, WASH, Hygiene Promotion, Community Mobilization, Behavioral Changing Activity.

Core Competencies

- Strong competencies in Social/Community Mobilization Skill & Facilitation Skills
- Coordination/Networking/Communication Skill, Activity Management skills.
- Strong commitment to the organization's vision & mission
- Strong commitment to IR's core values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- High level of integrity, professionalism, accountability.
- Commitment to self-development, continuous learning, and continuous quality improvement, with a high level of self-confidence and motivation.
- Positive attitude and ability to work effectively and collaboratively in diverse team environments.
- Strong teamwork, collaboration, and Interpersonal/Behavioral skills.
- Strong problem-solving, Conflict Resolution and decision-making abilities.
- Excellent interpersonal, communication, and relationship-building skills.
- Good knowledge of personal health, safety, and security practices.
- Willingness to uphold and adapt to IR's organizational policies, norms, and values.
- Willingness to travel and work in Bangladesh's most remote areas in emergency situations.

IT Skills

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

Language Requirements

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

Desirable

- Knowledge and practical understanding of Project Implementation Skill, Project management and Reporting & Documentation Skill, Monitoring & Evaluation Skills.
- Ability to understand Financial Management & Communication & Networking.
- Strong leadership ability.
- Excellent planning, analytical, and strategic management, conflict-resolution skills.

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.