

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Project Officer- Livelihood
Number of Vacancies	01
Working Place	Bhashanchar
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Deputy Programme Manager
Project	Food Security, Livelihood and LPG project (FSLI)
Programme	Humanitarian Crisis Response Programme
Project Duration	Project Duration up to March 31, 2027
Employment Status	Full time
Monthly Salary Grade	BDT 92,462/= (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 of the Field Level Activities	- Ensure the implementation of IRW-UK funded all Agriculture, Livelihood, aquaculture, livestock and vermicompost components of the project. - Conduct a survey to select rightsholders according to the guidelines for the project. - Assist and guide the project staff to select the rightsholders according to the guidelines for the project - Formation & functioning of self-help Groups - Organize and facilitate field-level training for the right holders and farmer's groups. - Conduct capacity assessment of rightsholders and prepare training/ development plans - Provide input support and on field solutions to the rightsholders - Time to time share new agricultural (Crop, vermicomposting, homestead gardening, mushroom production, poultry, livestock, and fisheries) technology with rightsholders and motivate to implement within timeline. - Monitor and supervise the field-level project activities of Agriculture, Livelihood & vermicomposting, and project staff. - Monitor and evaluate the progress of IGA and develop linkage with local markets. - Assist the project team to provide technical support on Agriculture-related activities. - Collect and analyze information on the context for livelihoods improvement of FDMNs. - Develop an individual, need-based and appropriate household business plan.	60%

	• Ensure project-related financial support to the beneficiaries is done properly with transparency, and related data are kept up to date. • Prepare a service map of the camp area.	
Networking and Market linkage	• 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, INGO and link their facilities with project participants; • Enhance market linkage with the local markets and value addition. • Assist to establish value chain in favor of the rightsholders. • Strengthen existing community groups & networks. • Organize knowledge sharing and technology transferring sessions in collaboration with other livelihood actors. • Establish a network with the CiC office as well as other stakeholders	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 and; • Collect visual documentation of agricultural activities Maintain proper documentation - event reports, meeting minutes, success stories etc.	10%
Materials Development	• Develop flip charts, and different awareness materials for field level trainings, meetings and sessions.; • Develop training module on homestead gardening, livestock management, fish production, vermicomposting, mushroom production, aquaculture, agriculture, poultry, 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 CFRM in the project area and office. • 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

- Master of Science in Agriculture or Agricultural Science/ Aquaculture/ Fisheries/ Livestock/ Animal Husbandry.

Experience

- Minimum 5 years of working experience in Livelihood activities, agricultural activities, aquaculture activities, vermicomposting, homestead gardening/ plot-based agriculture, poultry rearing, 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.
- Strong skills in Problem-Solving, Conflict Resolution & Decision Making.
- Demonstrated teamwork, Leadership and collaboration skills.
- Excellent in Monitoring & Evaluation Skill, Activity Management, Financial Management, Communication & Networking,
- 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.

- Excellent interpersonal and behavioural skills.
- Knowledge of personal health, safety, and security.
- Willingness to adapt to IR's norms and values.
- Skills in planning, analytical/strategic management.
- Commitment to the organization's vision and mission.
- Demonstrates a high level of integrity and professionalism.
- Willing to travel and work in Bangladesh's most remote areas.

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.

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.