



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Programme Officer- Humanitarian
Number of Vacancies	1
Working Place	Dhaka
Program Name	Humanitarian & Resilience Programme
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	68294/-
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly 2 holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and Gratuity, etc.
Age Limit	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

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

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, 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 after 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 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 prioritize 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 emergency response plans, operational management and ensure timely delivery of humanitarian assistance in disaster-affected areas	<ul style="list-style-type: none"> Organize the project inception meeting involving stakeholders at different levels. Coordinate the overall program implementation at the field level. Manage the team at the field level, either on-site or remotely depending on access. Develop, update and operationalize contingency and emergency response plans. 	40%



	<ul style="list-style-type: none"> • Conduct rapid needs assessments using tools like Focus Group Discussions (FGDs), Community Consultation Meetings (CCMs) and Key Informant Interviews (KIs). • Lead field teams during emergency interventions to reach affected beneficiaries within 72 hours, ensuring the safety and security of staff and beneficiaries. • Conduct regular field visits to monitor the implementation of emergency activities. • Address logistical challenges in remote areas to ensure uninterrupted service delivery. • Build trust with affected communities through participatory approaches. • Ensure cultural sensitivity and inclusivity in the design and delivery of relief services. • Oversee the distribution of emergency relief items (food, NFI, WASH kits, shelter materials). • Facilitate cash transfer programs and ensure compliance with organizational and donor policies. • Monitor the installation of temporary shelters and WASH facilities in affected areas. 	
<p>Manage Emergency, DRR Anticipatory and seasonal projects, Fundraising, reporting, ensuring high-quality implementation, monitoring and documentation.</p>	<ul style="list-style-type: none"> • Prepare ALERT and IPD panel meeting briefing note • Provide necessary support for implementing of seasonal program • Develop anticipatory program plan and implementation strategy. • Collaborate with technical coordinator/personnel to prepare BoQs, project budgets, and other required documentation. • Identify and analyse potential funding opportunities from internal and external sources. • Prepare donor reports (interim, mid-term, and final) within deadlines. • Assist in preparing financial reports of project expenditures. • Develop high-quality project proposals and concept notes for donors, including ECHO, SIDA, and Start Network. • Manage project budgets, ensuring alignment with donor guidelines. • Prepare detailed Project Implementation Plans (PIP), Gantt Chart, Quarterly plan, Monthly plan and track progress against targets. • Monitor project activities through MEAL frameworks and document success stories, challenges, and lessons learned. 	<p>30%</p>
<p>Effective Monitoring and Visibility</p>	<ul style="list-style-type: none"> • Conduct regular field visits to monitor program activities and performance. • Support the MEAL team in conducting gender assessment, baseline, mid-term, and end-line surveys. • Monitoring and Evaluation of project interventions in line with approved project documents. 	<p>15%</p>



	<ul style="list-style-type: none"> Design comprehensive project monitoring and evaluation plan and system for projects. Develop participatory monitoring tools and apply those at the field level. Develop different visibility and IEC materials. Engage with major organizational advocacy issues, providing support for the key strategic campaigns. Design and implement campaigns to promote disaster risk reduction and climate resilience. Develop IEC (Information, Education, and Communication) materials for effective knowledge dissemination. 	
Strengthen collaboration with stakeholders and enhance the capacity of staff and communities for disaster preparedness and response.	<ul style="list-style-type: none"> Liaise with partners, government representatives, donor agencies, national and international NGOs to ensure the smooth implementation of the project. Support to organize exit meetings and lessons learned workshops for further organizational development. Collect successful project completion letters from relevant authorities Participate coordination meeting and platforms with government bodies, INGOs, local NGOs, and humanitarian clusters. Participate in national and regional advocacy campaigns related to Humanitarian/DRR and climate adaptation. Represent Islamic Relief Bangladesh in national and regional platforms, networks, and forums. Organize training sessions for project staff and community members on disaster preparedness, response, and resilience. Develop participatory tools to involve communities in planning and implementing projects. Build the capacity of staff to enhance project implementation quality and compliance. 	10%
Others	<ul style="list-style-type: none"> Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities. 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. Willing and able to travel frequently for extended periods and to remote areas of the projects. Perform any other duties assigned by Supervisor. 	5%
	Total	100%

Essential:

Knowledge, Skill & Qualification:

- Master's Degree in Disaster Management, Development Studies, Social Science, Social Work, Economics, Geography & Environmental Science, or any other relevant discipline.



- Minimum 5 years' Experience in project Design, report writing (for different donors' funded project), documentation, project monitoring, especially on Humanitarian and Developments programs like; Emergency Response, Relief and Rehabilitation, Recovery, Wash, Shelter, Food Security and Sessional programs context, Working Experience in a coastal and flood- prone areas will be considered as an added advantage.
- Practical knowledge in Project Implementation Skill, Social Mobilization Skill, Facilitation skill, Reporting & Documentation Skill, Monitoring & Evaluation Skill
- Excellent in Coordination/Advocacy/Networking/Communication Skills, Strategic Management,
- Excellence in Basic Photographic Skill, Financial management, Staff Management
- Excellent in Self- development, Problem solving, leadership, Conflict resolution, Decision making, Planning, analytical and organizational skills
- Ability to work under pressure and manage workload effectively
- Supportive, effective and good team player
- Willing to adapt to IRW's norms and values
- Working knowledge of Microsoft office/Statistical software
- Excellent knowledge in Reading / Writing/Speaking/Listening in English & Bengali.

Desirable:

- Having a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh

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 BDOBS on or before the closing date **(March 15, 2025)**. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

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.**