



Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Trade Instructor - Livelihood
Number of Vacancies	1
Working Place	Noakhali, Hatiya
Programme Name	Humanitarian Crisis Response Programmes
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	BDT 23114 with 10% hardship allowance upon on monthly salary.
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 R&R) and Gratuity, etc. Accommodation will be provided by Islamic Relief Bangladesh (only applicable for Bhashanchar)

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.

Duties & Responsibilities:

Objective	Activities	Weightage
Implementation & Management of Field Level Activities	<ul style="list-style-type: none"> Participants selection from the Rohingya community Training group formation and orientation Conduct vocational training of tailoring & Dressmaking for women Distribution of training wages including cash to program participants Prepare schedule for training Visit home to home of Rohingya Prepare requisition for raw materials and equipment Maintain the training equipment/materials that are used at center Ensure attendance and maintain the attendance tracking 	75%

	<ul style="list-style-type: none"> Maintain different registers 	
Monitoring & Reporting	<ul style="list-style-type: none"> Prepare reports on trade activities Prepare reports and success stories regularly Prepare individual work plans according to project activity Ensure that standards and instructions are given by the line manager and Islamic Relief Bangladesh procedures Supervise and monitor each stage of the activities 	15%
Others	<ul style="list-style-type: none"> Participate & involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. Take initiatives to ensure the security of project staff and participants during the intervention. Support in the procurement of materials like requisition, follow-up etc. Facilitate donor/external visits & ensure that recommendations of visitors are addressed. Ensure CFRM in the project area & office. 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 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

Academic Qualification:		
Degree Name	Subject	
HSC/SSC	SSC	
Sectoral Experiences	Minimum Years	3 Years
	Sector	Experience in working with: <ul style="list-style-type: none"> Working experience in tailoring & dressmaking as an instructor
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Social Mobilization Skill	√	
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill		√
Reporting & Documentation		√
Monitoring & Evaluation Skill		√



Basic Photographic Skill		√
Financial management		√
Decision making		√
Conflict resolution	√	
Leadership	√	
Self-development	√	
Problem solving	√	
Planning, analytical and organizational skills	√	
Strategic Management		√
Ability to work under pressure and manage workload effectively	√	
Supportive, effective and good team player	√	
Staff Management		√
Willing to adapt to IRW's norms and values	√	
Competency Name	Essential (Please Tick)	Desirable (Please Tick)
IT Skill: Working knowledge/Proven Expertise of Microsoft Word/ Excel/Power Point/Adobe Photoshop/Illustrator/Basic Internet/Statistical Software/Database Management/ Basic Hardware & Software Installation/Troubleshooting etc.	Working knowledge of Microsoft Word/ Excel/Power Point	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali/Other-1/Other-2	Ability to communicate in Local Chittagong / Rohingya dialect is must.	
Physical: No serious illness	√	
Prerequisites: Have 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 BDJOBS on or before the closing date. 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.**