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| Organization | **Islamic Relief Bangladesh** |
| Head Office Address | Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, **islamicrelief.org.bd** |
| Vacancy Title | **Assistant Protection & Inclusion Officer** |
| Number of Vacancies | 01 |
| Working Place | Ukhiya |
| Nature of Role, Nationality | Project Staff, Bangladeshi National. |
| Reporting Line Management | Protection, Inclusion & Safeguarding Officer. |
| 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 75,189/= (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 (%) |
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| Protection, Inclusion and Safeguarding Programme Implementation | • Support the integration and mainstreaming of protection, gender inclusion, PSEA (Protection from Sexual Exploitation and Abuse), and safeguarding standards across all assigned programs and project cycles.<br>• Provide expert technical guidance to program teams, safeguarding focal points, field staff, volunteers, and implementing partners on relevant policies, global humanitarian standards (e.g., CHS, Sphere), and best practices.<br>• Establish, strengthen, and manage accessible, age-appropriate, safe, and confidential Community-Based Complaints and Feedback Mechanisms (CBCFM).<br>• Manage the safe, survivor-cantered, impartial, and confidential receipt, recording, initial assessment, referral, and follow-up of safeguarding concerns and sensitive incidents.<br>• Support authorized safeguarding and PSEA investigations, ensuring strict adherence to organizational protocols, procedural fairness, confidentiality, and evidence-based reporting.<br>• Conduct regular field monitoring visits and participatory risk assessments to identify protection and safeguarding vulnerabilities, recommending and overseeing practical mitigation measures.<br>• Develop comprehensive incident reports, case summaries, management briefs, and corrective action plans tailored to appropriate authorization levels.<br>• Monitor the execution of corrective and preventive actions, escalating outstanding compliance issues or systemic risks to senior management.<br>• Ensure the unwavering protection of dignity, safety, rights, and confidentiality for complainants, survivors, affected communities, and staff throughout all interventions. | 40% |

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| | • Facilitate timely and safe referrals of survivors to specialized multisectoral services (e.g., GBV, child protection, MHPSS) by continuously mapping and verifying local service providers. | |
| Coordination, Donor Communication and Compliance | • Draft high-quality, professional donor communications, safeguarding questionnaires, compliance reports, assessment responses, and targeted action plans.<br>• Lead and support donor due diligence processes, safeguarding/PSEA capacity assessments, compliance audits, and internal accountability reviews.<br>• Maintain strategic, professional relationships with donors, UN agencies, INGOs, government authorities, and implementing partners regarding protection and safeguarding compliance.<br>• Facilitate safe information-sharing and joint advocacy on safeguarding matters while strictly adhering to data protection and confidentiality protocols.<br>• Identify emerging regulatory or programmatic compliance risks and advise management on strategic measures to strengthen organizational accountability.<br>• Maintain a daily work plan and deliver timely periodic reports, progress updates, and strategic management briefings under the supervision of line manager.<br>• Participate in organizational and network meetings, training and workshop and share meeting report in a timely manner. | 20% |
| Capacity building initiatives for project participants, key stakeholders and project staff | • Conduct comprehensive capacity assessments to identify knowledge gaps and training needs among staff, management, volunteers, partners, and community stakeholders.<br>• Design, contextualize, and facilitate impactful training modules, inductions, and refresher sessions covering protection, gender equality, PSEA, child safeguarding, SEA/SH, and the Code of Conduct.<br>• Develop, adapt, and disseminate culturally appropriate Information, Education, and Communication (IEC) and Behavior Change Communication (BCC) materials, including digital awareness resources.<br>• Collaborate with other sectors to ensure that training on protection and inclusion is incorporated into broader capacity-building initiatives.<br>• Provide ongoing technical support to project staff and key stakeholders to strengthen their understanding of cross-cutting protection issues.<br>• Organize refresher trainings and follow-up workshops to ensure continuous learning and improvement in protection and inclusion practices.<br>• In regular interval, capturing the training needs of staff and arrange sessions on need basis on gender, protection and inclusion<br>• Provide orientation to volunteers, vendors, partners, data enumerators etc. on Safeguarding, PSEA and CFM<br>• Drive awareness campaigns promoting zero-tolerance policies, safe reporting channels, non-retaliation, and survivor-cantered approaches across target communities.<br>• Provide ongoing mentorship, on-the-job coaching, and technical support to ensure theoretical safeguarding standards are applied practically in field operations.<br>• Track and evaluate training effectiveness, maintaining detailed records of capacity-building initiatives, participant attendance, learning outcomes, and future needs. | 20% |
| Documentation, Reporting and Knowledge Management | • Design and manage a highly secure, systematic, and confidential data management system for all safeguarding, protection, and incident-related records.<br>• Ensure the meticulous and timely logging of all complaints, authorized investigations, field observations, referrals, training metrics, and follow-up actions.<br>• Produce analytical, high-quality internal and external reports, case summaries, and presentations utilizing appropriately anonymized data to identify trends and systemic risks without compromising individual confidentiality.<br>• Curate an up-to-date repository of organizational safeguarding policies, compliance reviews, training assets, risk assessments, and corrective action plans.<br>• Guarantee that all sensitive case files and documentation are accessed, transmitted, stored, and retained in strict compliance with global data protection standards and organizational confidentiality requirements.<br>• Document and disseminate lessons learned, operational challenges, and best practices to foster continuous improvement in program quality, staff capacity, and safeguarding systems. | 15% |
| Team Support and Other Responsibilities | • Provide critical support during rapid-onset emergencies and seasonal humanitarian interventions (e.g., winterization, Qurbani, Ramadan), ensuring protection principles are integrated into rapid responses.<br>• Drive the operationalization of staff and participant safety protocols during field activities, aligning with organizational security and risk-management guidelines.<br>• Promote collaborative teamwork and continuous professional development through reflective practice meetings and peer-to-peer knowledge-sharing sessions.<br>• Manage assigned administrative tasks, including maintaining accurate inventory and stock registers for departmental resources. | 05% |

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| | • Perform additional relevant duties as directed by line management to support the broader strategic objectives and operational scope of the organization. | |
| | Total | 100% |

**Person Specification:**
**Essential:**
**Academic Qualification**

- Bachelor's degree in law (LLB) or Anthropology or Gender Studies or Social Sciences or Development Studies or International Relations or Public Administration or Social Work or another relevant discipline.

**Experience**

- Minimum 3 years of relevant professional experience in Humanitarian Response, protection, gender, PSEA, safeguarding, accountability, compliance, complaints handling, case management or related areas. Experience in incident reports, management reports, case summaries preparation & donor communication, donor reporting, safeguarding assessments, compliance reviews and accountability processes training.

**Core Competencies**

- Strong competency in Project Implementation, Project Management, Social/Community Mobilization, Facilitation, Coordination, Networking, and Communication.
- Strong competency in Reporting & Documentation, Monitoring & Evaluation, and Activity Management.
- Excellent competency in Technical Investigation of SEA Cases, Gender Analysis & Needs Assessment, and Capacity Building & Training.
- Strong commitment to IR's Vision and Mission and its core values of Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Demonstrates a high level of Integrity and Professionalism.
- Strong Planning, Analytical, and Strategic Management skills.
- Strong commitment to Self-Development, Continuous Learning, Openness to Learning, and Quality Improvement.
- Demonstrated strong Teamwork, Leadership, Positive Attitude, and Interpersonal/Behavioral Skills.
- Excellent Problem-Solving, Conflict Resolution, and Decision-Making skills.
- Good knowledge and awareness of Personal Health, Safety, and Security.
- Strong Self-Confidence and Self-Motivation.
- Willingness and ability to adapt to IR's norms and values.
- Willingness and ability to travel and work in Bangladesh's most remote areas.

**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.

**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.