



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 (PSEA & Child Safeguarding)
Number of Vacancies	1
Working Place	Noakhali, Hatiya
Project Name	Rohingya children aged 3-18 receive gender-responsive, inclusive education (Early Childhood Education & Myanmar Curriculum) in Bhasanchar
Program Name	Humanitarian Crisis Response 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	BDT 83,956/- (Consolidated)
Benefits & Allowances	Mobile Bill, Tour Allowance, Weekly Two Holidays, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R). Accommodation will be provided by Islamic Relief Bangladesh (only applicable for Bhasanchar)

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 (%)
Ensure PSEA and Child Safeguarding in the Schools in Bhasan Char camp	<ul style="list-style-type: none"> • Main Responsibilities: Ensure PSEA and child safeguarding in schools in Bhasan Char • Follow up on the psychosocial well-being of students and provide necessary support. • Provide required training to teachers and staffs in line with guidelines from the sector lead. • Provide counselling to the FDMN teachers and the Staff • Design training schedule, module and budget with input from concerned persons. • Plan and deliver monthly training plan to Team Lead and donor. • Work as PSEA & Safeguarding focal of the Education project 	50%

	<ul style="list-style-type: none"> • Ensure the safety of Programme Participants, people who come into contact with the organization and team members from any harm, abuse, neglect, harassment and exploitation including sexual exploitation and abuse (SEA) to achieve the programme's goals of safeguarding implementation. • Act as a key source of support, guidance and expertise in safeguarding for establishing a safe working environment • Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action. 	
Monitoring & evaluation and Knowledge Management	<ul style="list-style-type: none"> • Conduct regular team meetings and share the knowledge & findings to ensure effective programme implementation; • Assist the project management and MEAL team to conduct research, study, data collection and impact assessment as per (MEAL) framework and ensure quality implementation. • Take the initiative to make the CFRM (Complaint and Feedback Response Mechanism) active and monitor regularly, and circulate other Govt. hotline services (i.e. 999, 333, 109); • Conduct project risk assessment and share the mitigation strategy with project management regularly; • Manage various audits (external & internal) and queries from different agencies regarding respective field offices as per the organizational requirement; 	15%
Financial Management	<ul style="list-style-type: none"> • Manage bills, vouchers, purchase requests (PR), money requisitions, and cash advances. • Oversee and ensure compliance with financial reporting requirements. 	5%
Staff Management & Capacity Building	<ul style="list-style-type: none"> • Manage, and support female volunteers and CWD volunteers to achieve program objectives. • Mentor and guide volunteers to enhance performance and ensure accountability. • Identify volunteers learning and development needs; coordinate with project management to address gaps. • Provide capacity-building training to volunteers. 	10%
Reporting and Documentation	<ul style="list-style-type: none"> • Submit quality progress reports (weekly, monthly, quarterly) to the Project Management. • Prepare and submit meeting and training reports to the finance department. • Document significant case stories and lessons learned from the field. 	10%
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. • 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:**

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essential:**Knowledge, Skill & Qualification:**

- Master's Degree in Social Science Background preferably from Education, Economics, Social Work, Social Welfare, Sociology, Law, Development Studies, Anthropology, Psychology, Women & Gender Studies.
- Minimum 5 Years of working experience in Protection, Gender, MHPSS, Safeguarding and PSEA Sector.
- Practical knowledge in Project Implementation Skills, Project Management, Social/Community Mobilization Skills, Facilitation Skills, Financial management, Reporting & Documentation Skills.
- Excellent in Decision making, Conflict resolution, Leadership, Self-development, Strategic Management,
- Problem-solving & Planning, analytical and organizational skills
- Ability to work under pressure and manage workload effectively.
- Supportive, effective and a good team player.
- Excellent Working knowledge Reading / Writing/Speaking/Listening in English & Bengali
- Proven Expertise in Microsoft Word/ Excel/PowerPoint
- Excellent Coordination/Advocacy/Networking/Communication Skills

Desirable:

- Understand Monitoring & Evaluation, Basic Photographic, Strategic Management & Staff Management.

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 **(April 26, 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.**