

Vacancy Title	Project Officer -DRR & CCA
Number of Vacancies	1
Working Place	Name of City/PS/Upazilla, District Name
	Sylhet (Companiganj)
Project	Scaling-up Extreme Poverty Graduation and Climate Change Resilience in Disaster Vulnerable Communities in Asia (SCALING-UP GRADUATION & RESILIENCE IN ASIA)

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Ensure quality, relevant and effective project implementations to bring about sustainable changes to the lives of the targeted poorest peoples.	<ul style="list-style-type: none"> Responsible for all technical activities regarding DRR & CCA activities at assigned location/s under the supervision of the District Manager. Facilitate the project inception meeting with different-level stakeholder. Ensure the selection of beneficiaries according to criteria defined in the proposal and validate it by respective authorities. Formation, Activate and reactivate DMCs Organizing and Facilitate orientation at DMCs level Organizing and facilitation, conduction CRA, RRAP, LAPA training at Union and Upzila level. Prepare LAPA and DM plan report. Organize and facilitate open budget sharing meeting Implementation of Co-financing DRR and LLA activity at the Project area. Organize and facilitate Upzila/City level Meeting workshop Organize and facilitate Advocacy and awareness sessions. Organizing and facilitate youth, Conduction Youth Training on DRA and CCA, LLA Ensure inclusion of gender, persons with disabilities, elderly and other vulnerable communities according to the IR Principle and guideline during participant selection and other steps of implementation. Implementation of the assigned project's technical activities Prepare field movement and technical activity plan, approve it with the supervisor and ensure strict alignment with the plan. Support / Participate in different need assessments, impact evaluations, post-distribution monitoring (PDM)/ need assessment, Evaluation etc. Ensure other planned activities such as various workshops and meetings. Maintain coordination and cooperation with the other team. Engage in effective community mobilization within IR guidelines and compliances. Be aligned with the agreed time, cost and quality constrains of the project to enable delivery of the agreed outputs and/or benefits. Support to ensure Complaints & Feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues in relation to project activities. Prepare project sustainability plan Conduction Project Exit meeting 	50%
Ensure effective Supervision, Monitoring, reporting, documentation and visibility according to the project need.	<ul style="list-style-type: none"> Preparing monthly work plan and reporting accordingly HH visit, group visit and regular follow up, supervision the project activities and giving technical support in DRR & CCA activity Supervise the assigned activities of the APOs and Community Organizers. Ensuring monthly and periodic monitoring, reporting and MIS data Ensuring financial transaction and group meeting are documented properly and SHG register are updated accordingly Support program field team in their requirement from IRB country office in daily activities. Support in measuring, assessing the DRR and CCA schemes prescribed in RRAP and LLA. 	20%

	<ul style="list-style-type: none"> ▪ Follow up the progress of schemes, ensuring quality, processing BOQ, bill voucher accordingly. ▪ Support programme team in data analysis and reporting of different need assessments, baseline and end line surveys, post-distribution monitoring (PDM) and other planned activities such as various workshops and meetings. ▪ Collect primary & secondary information through FGD, CCM, KII and literature review. ▪ Support programme team in sourcing information and data for project identification. ▪ Support programme team in developing project concept note, proposals on a different context. ▪ Identifying policy advocacy issue and prepare Policy Brief accordingly ▪ Prepare project documentation and monthly, quarterly and annual reports are being compiled and communications material is produced qualitatively within the appropriate time frame, work plans, objectives and approaches. ▪ Work closely with the Field teams and assist Programme Manager and Project Manager in local level coordination and representation ▪ Carrying out desktop research, using a range of methods and sources of data, related to inequality and social innovation practices. ▪ Prepare the bill & check the bill vouchers. ▪ Prepare or collect media & communication materials (Photographs, Case studies, etc.) required to ensure project visibility. ▪ Assist in archiving the project documents, event photographs (hard copy and electronic copy) as per IR guidelines 	
<p>Capacity building initiatives for project participants, key stakeholders, and project staff at program level</p>	<ul style="list-style-type: none"> ▪ Taking initiatives for capacity building of Community Organizers, SHG leaders, SHG members ▪ Develop training materials, flip chart, hand out, awryness raising materials ▪ Organizing and facilitation leadership training ▪ Organizing and facilitation staff capacity building training ▪ Capacity development training facilitation for all the project participants and DMCS and CBOS leaders ▪ Training follow-up, hands on training at HH level, and training refreshers ▪ Supportive supervision of subordinate staff and CBO/SHG/REG leaders to carry out their routine work effectively ▪ Support to prepare and Design of any technical intervention based on Nature-based solution, RRAP and LLA scheme. ▪ Estimate the materials quantities according to approved BoQ and Design. ▪ Ensure construction quality through proper documentation. ▪ Monitoring of construction activities. ▪ Site selection and site preparation for community infrastructure construction sites. ▪ Prepare post measurement sheet for any interventions. ▪ Generate innovative ideas for climate resilient infrastructure, WASH, shelter and other interventions. ▪ Group capacity building in financial management ▪ Linkage builds up the group with different service providers ▪ Undertake capacity-development of staffs and other stakeholders including providing guidance to area-based staff on field implementation. ▪ Participate and facilitate weekly and monthly project related awareness raising and feedback session i.e., courtyard meeting at community level. ▪ Orient key stakeholders on Complaints & Feedback Mechanism (CFM), Child Protection, Safeguarding & Gender Sensitivity issues in relation to project activities. ▪ Organize training, workshop, fairs etc. in different sector for internal and external stakeholders. 	<p>10%</p>

<p>Coordination, Networking and Visibility</p>	<ul style="list-style-type: none"> Coordinate and establishing network with the local and regional platforms and organization who are working in DRR&CCA Coordination with different research institutes and universities, arranging MOU signing, organizing research, presentation and publication. Communication with local and regional media personnel Ensure visibility of the project work Ensure all the project documents, stories, photographs, publications and properly archived. Prepare or collect media & communication materials (Photographs, Case Study etc.) required to ensure project visibility. Participation and awarding the project good practices in national and global platform Ensure effective networking and coordination with Union and upazila office. Establish and maintain an effective coordination mechanism with key stakeholders of the project. Represent Islamic Relief Bangladesh in coordination meetings at Union and City level. Assist in the phase-out meeting and lesson learned workshop for further organizational development. Collect successful project completion letter form relevant authorities. 	<p>10%</p>
<p>Other Requirements</p>	<ul style="list-style-type: none"> 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 projects. Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or 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 a safe working environment Participate seasonal (Ramadan, Akika & Qurbani) & emergency response programs 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. 	<p>10%</p>

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	Disaster Management, Environment Science, Geography & environment, Development Studies, or any other relevant discipline.	
Sectoral Experiences	Minimum Years	5
	Sector	Experience in working with: <ul style="list-style-type: none"> Practical experience in conduction CRA, RRAP, LAPA, SOD orientation, Working with Disaster Management Committees, Nature Based Solution, organizing workshop seminar, awareness program & advocacy. Preparing policy brief, preparing training module, LAPA tools, article writing, research paper writing and publication.
Competency Framework (Skill)		
Competency Name	Essential	Desirable
General:		
Project Implementation Skill.	√	
Project Management	√	
Social/Community Mobilization Skill	√	
Facilitation Skill	√	
Coordination/Advocacy/Networking/Communication Skill	√	



Reporting & Documentation Skill	√	
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	√	
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.	Proven Expertise of Microsoft Word/ Excel/Power Point/ KOBO tools	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali/Other- 1/Other-2	Excellent- - Reading/Writing/Speakin g/Listening for English & Bengali	
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 feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website (islamicrelief.org.bd) and send the filled form to recruits@islamicrelief-bd.org on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Only** shortlisted candidates will be contacted for a selection Test.

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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion.**