



<b>Vacancy Title</b>	<b>Project Officer</b>		
Number of Vacancies	2		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Satkhira and Cox's Bazar	Shymnagar and Ukhia	

**Main Job Responsibilities:**

Objective	Activities	Working & Time Ratio (%)
Ensure quality implementation and effective monitoring of the project in target location/s	<ul style="list-style-type: none"> <li>▪ Ensure project activities are in line with Project Proposal, Budget and Log-frame.</li> <li>▪ Develop a comprehensive Project Implementation Plan (PIP) based on the project proposal, budget, and local context to achieve project goals and objectives.</li> <li>▪ Under the supervision of the Project Manager, ensure project eminence and adherence to organizational standards.</li> <li>▪ Implement IRB country strategy at the field level to align project activities with broader organizational goals.</li> <li>▪ Supervise the participant identification process and other implementation steps to ensure alignment with IR principles and guidelines.</li> <li>▪ Ensure quality and standards in Food Security and Livelihoods (FSL), Water, Sanitation, and Hygiene (WASH), emergency relief, recovery, and rehabilitation interventions throughout the project.</li> <li>▪ Assist the Project Manager in managing the project, overseeing the budget, conducting monthly expenditure analysis, preparing reports, and forecasting fund requirements.</li> <li>▪ Regularly monitor project activities, financial status, and work progress, providing updates to the Project Manager as required.</li> <li>▪ Ensure strict compliance with donor rules and regulations throughout project implementation.</li> <li>▪ Engage in needs assessments, impact evaluations, post-distribution monitoring (PDM), and other planned activities such as workshops and meetings.</li> <li>▪ Foster coordination and cooperation among team members to maintain organizational reputation and ensure project success.</li> <li>▪ Develop and implement an effective community engagement plan in accordance with IR guidelines and compliance standards.</li> <li>▪ Monitor the progress and quality of project activities and materials, promptly informing project focal points or supervisors of any issues.</li> <li>▪ Maintain a complaints log and register at the project level, ensuring timely resolution of grievances.</li> <li>▪ Promote and adhere to SPHERE and Core Humanitarian Standard (CHS) principles throughout the project cycle. Ensure the implementation of Complaints &amp; Feedback Mechanism (CFM), Child Protection, Safeguarding, and Gender Sensitivity measures in all project activities.</li> </ul>	40%
Capacity building initiatives for project participants, key stakeholders, and project staff at program level	<ul style="list-style-type: none"> <li>▪ Coordinate and conduct basic skill development training sessions for project participants covering various topics such as improved homestead agriculture practices, repair and maintenance of WASH interventions, shelter, health &amp; hygiene promotion, as well as Protection and Gender Issues.</li> <li>▪ Participate in and facilitate weekly and monthly project-related awareness raising and feedback sessions, including courtyard meetings at the community level, to ensure effective communication and engagement with beneficiaries.</li> <li>▪ Provide orientation sessions to key stakeholders on Complaints &amp; Feedback Mechanism (CFM), Child Protection, Safeguarding, and</li> </ul>	20%

	<p>Gender Sensitivity issues relevant to project activities, fostering understanding and adherence to best practices.</p> <ul style="list-style-type: none"> <li>Organize and facilitate training sessions and workshops on various sectors for both internal and external stakeholders, aimed at capacity building and knowledge sharing to enhance project effectiveness and sustainability.</li> </ul>	
Ensure effective reporting, appropriate archiving, and visibility according to the project need	<ul style="list-style-type: none"> <li>Prepare monthly, quarterly, interim, and final reports according to the project proposal and specific project requirements.</li> <li>Provide progress reports to the Project Manager, ensuring timely communication of project updates and achievements.</li> <li>Assist the Project Manager in preparing financial expenditure reports and ensure they are regularly updated and accurate.</li> <li>Support the Project Manager in meeting various reporting deadlines by providing necessary inputs and facilitating timely submission.</li> <li>Maintain and update the project tracking system regularly to monitor progress and ensure data accuracy.</li> <li>Ensure organizational visibility at different project stages by implementing visibility measures as per IR guidelines.</li> <li>Prepare, review, organize, and archive all project-related documents, ensuring compliance with Humanitarian &amp; Resilience Programme department requirements and deadlines.</li> <li>Assist in archiving project documents, both in hard copy and electronic formats, in accordance with IR guidelines and procedures.</li> <li>Share relevant project information with the knowledge management team to contribute to organizational learning and improvement.</li> </ul>	20%
Ensures comprehensive and effective communication, coordination and advocacy with different stakeholders	<ul style="list-style-type: none"> <li>Organize the project inception meeting with stakeholders at various levels to ensure clear understanding and alignment of project objectives and expectations.</li> <li>Coordinate the overall implementation of the program at the field level, overseeing activities and ensuring adherence to project plans and timelines.</li> <li>Manage the field team both on-site and remotely, providing guidance and support as needed to ensure effective project delivery.</li> <li>Establish and maintain effective networking and coordination with upazila, DC office, and other key stakeholders to foster collaboration and alignment with project goals.</li> <li>Foster appropriate links with national/local authorities, state institutions, civil society, and other relevant stakeholders, facilitating coordination and information exchange.</li> <li>Represent Islamic Relief Bangladesh in coordination meetings at the upazila and district levels, providing updates on project progress and advocating for project needs and priorities.</li> <li>Coordinate the project to ensure adherence to agreed time, cost, and quality constraints, facilitating the delivery of planned outputs and benefits.</li> <li>Assist the Project Manager in maintaining suitable plans, managing the delivery of minimum requirements and/or critical success factors, and effectively managing people and resources.</li> <li>Ensure beneficiaries are aware of available assistance and services and how to access them, with distribution points accessible and mechanisms in place to address specific needs and minimize risks of violence, abuse, and exploitation.</li> <li>Liaise with partners, government representatives, donor agencies, and national and international NGOs to ensure smooth implementation of the project and foster collaboration.</li> <li>Organize phase-out meetings and lessons learned workshops to facilitate organizational development and improve future project implementations.</li> <li>Collect successful project completion letters from relevant authorities and ensure proper documentation of project achievements and outcomes.</li> </ul>	15%
Others	<ul style="list-style-type: none"> <li>Participate &amp; involved with seasonal programs (Ramadan, Qurbani, Winterization etc.) activities.</li> <li>Support in the procurement of materials like requisition, follow-up etc.</li> </ul>	5%

	<ul style="list-style-type: none"> <li>▪ Facilitate donor/external visits and ensure that recommendations of visitors are addressed.</li> <li>▪ Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery or money</li> <li>▪ 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 &amp; Money Laundering for establishing a safe working environment</li> <li>▪ 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 &amp; PSEA Policy and respond accordingly as and when required.</li> <li>▪ Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>▪ Perform any other duties assigned by the Supervisor.</li> </ul>	
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**Person Specification:**

<b>Academic Qualification:</b>		
<b>Degree Name</b>	<b>Subject</b>	
Masters	Disaster Management, Civil and Environmental Engineering, Development Studies, Social Science, Geography & Environment or any other relevant discipline or any other equivalent subject.	
Sectoral Experiences	<b>Minimum Years</b>	05
	Sector	Experience in working with: <ul style="list-style-type: none"> <li>• Food Security and Livelihood, WASH, Shelter and Emergency Humanitarian Response related project will be considered as an added advantage</li> </ul>
<b>Competency Framework (Skill)</b>		
<b>Competency Name</b>	<b>Essential</b>	<b>Desirable</b>
<b>General:</b>		
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	<input type="checkbox"/>	
<b>IT Skill:</b> Working knowledge of Microsoft Word/ Excel/PowerPoint/ Basic Internet/ etc.	Working knowledge of Microsoft Word/ Excel/Power Point/Adobe Photoshop, Auto Cad	



<b>Language:</b> Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali	Working knowledge- Reading/Writing/Speaking/ Listening for English & Bengali	
<b>Physical:</b> No serious illness	√	
<b>Prerequisites:</b> 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](http://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.**