



Vacancy Title	Community Mobilizer		
Number of Vacancies	2		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Rangpur	Gangachara	N/A

Main Job Responsibilities:

Objective	Activities	Working & Time Ratio (%)
Project Implementation and Management	<ul style="list-style-type: none"> • Selection of beneficiaries focusing community need assessment • Formation of community-based groups & guiding them for using their potentiality • Support to Ensure group development training on leadership, savings and financial management, linkage development and giving technical support to arrange training sessions. • Ensure compliance of different tools, models and approaches are applied uniquely at field operations. • Form SHGs, Child Learning Centers, and Apex body • Making functional of Self-Help Groups (SHG) • Making functional community-based child protection committee (CBCPC) • Taking initiatives to prevent early marriage by CBCPC; • Organize & facilitate awareness campaign on child protection & early marriage at community level • Facilitate community consultation meetings, CBO meetings, awareness sessions and community-based group meetings • Facilitation of community development planning process and community-led initiatives. • Facilitate community-based self-help groups food bank savings and management • Support communities to identify income generation opportunities • Ensure business plan is in place for HHs level and individual • Introducing group led saving, small loan/Qard-al-Hasana • Ensure health checkup for rightsholders through government health service provider • Arrange awareness sessions for mothers to increase nutritional practices through mother group • Household visit of projects' children quarterly • Progress of children's wellbeing data collected • Create access to quality education for the selected children • Ensure 100% enrolment in educational institutes • Organize regular meeting with school teacher/SMC • Observance of different national and international day at field level • Take initiatives to arrange counseling session for the public examinee • Providing technical support and coordination for asset/cash transfer, procurement of different project material following IRB policy. • Carry out group-based and community-based awareness sessions on health, WASH, nutrition and different social issues such as child rights, women's rights, including GBV, climate issues etc. • Task-based documentation of the project 	70%
Capacity Building	<ul style="list-style-type: none"> • Arrange life skill training for sponsored children • Organize leadership, Child Rights & Child Protection training for the leaders of AGCs & ABCs • Arrange skill training for mothers/guardians • Conduct leadership, group management and financial management training for self-help group leaders • Training follow up, effectiveness assessment, hands-on training at HH level and training refreshers. • Assist to develop a training module on child rights, life skills (focusing on SRHR), child participation, child protection, leadership, and psycho- social awareness topic • Assist to develop awareness campaign materials on early marriage • Develop training modules on IGA training, & livelihood-related materials; 	10%



Advocacy, Networking & Communication	<ul style="list-style-type: none"> Building network with different duty bearers and rights holders. Communicate and networking (specially with the government) with related department/Union Parishad for tapping different benefit for target group Effective communication, follow up and keep regular coordination with CBO/Community based group leaders to carry out their routine work effectively 	05%
Reporting and Documentation	<ul style="list-style-type: none"> Ensure accurate record keeping and systematic documentation & filing; Provide information for monthly, interim and final reports; Collect significant case stories including photograph and videos from field; Maintain proper process documentation - success stories, education reports, etc. Ensure the compliance of all manuals and organizational policies for the project team with proper practice and record. 	10%
Others	<ul style="list-style-type: none"> Participate & involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities. Ensure that local purchases and expenditures are done as per Islamic Relief Bangladesh policy. Maintain the stock book, inventory, and other essential registers properly and timely in an effective manner. Support in the procurement of materials like requisition, follow-up, etc. 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, exploitation, Fraud, Bribery & 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 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. 	05%
	Total	100%

Person Specification:

Academic Qualification:		
Degree Name	Subject	
Bachelor	Any Discipline	
Sectoral Experiences	Minimum Years	02
	Sector	Experience in <ul style="list-style-type: none"> managing and implementing projects including budget and staff performance with a focus on Education, Livelihood, Child Rights & Child Protection
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.	Working knowledge of Microsoft Word/Excel/Power Point	
Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening-English/Bengali	Working knowledge- Reading/Writing/Speaking/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. **Interviews are expected to take place on an ongoing basis and the vacancy may close earlier than the above closing date). 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.**