



<b>Vacancy Title</b>	<b>Programme Assistant</b>		
Number of Vacancy	1		
Working Place	<b>District Name</b>	<b>Name of City/PS/Upazilla</b>	<b>Name of Area/Union/Ward</b>
	Dhaka	Dhaka	Baridhara
Programme Name:	Economic Empowerment and Governance		

**Main Job Responsibilities:**

<b>Objective</b>	<b>Activities</b>	<b>Working &amp; Time Ratio (%)</b>
Programme (EEGP) Facilitation and operation support	<ul style="list-style-type: none"> <li>• Provide administrative and operational support to the programme.</li> <li>• The position is to be responsible for facilitating approval process of all project documents (such as PR process, KYC, cash advance function, money requisition process, payment settlement and bill adjustment) under the project following IRB guidelines and policies as and where necessary.</li> <li>• Support in projects and departmental financial resources management, efficient procurement and logistical services as assigned;</li> <li>• Participate in team meetings and other events where necessary and take notes to prepare draft meeting minutes;</li> <li>• Support to programme development, opportunity analysis, PP development, and other thematic and creative work basis.</li> <li>• Providing support to develop a project proposal, methods, and implementation strategies.</li> <li>• Preserve and maintain up-to-date files of the projects and program department as well</li> <li>• Support to organize events (meetings, training, workshops) by ensuring the logistics.</li> <li>• Support to ensure the travel arrangements including preparing TAF, PR and so for the programme team;</li> <li>• Maintain regular contact and coordination with field teams to collect documents for approval, Prepare Note for Records, Terms of Reference, and other documents.</li> <li>• Share approved documents with respective persons/ Field offices</li> <li>• Coordinate with the procurement department and ensure procurements are done in a timely manner.</li> <li>• Preservation of hard copies of the approved documents at IRCO.</li> <li>• Support to send different documents, and materials through courier to field offices</li> <li>• Support to HR management function and documentation as required</li> <li>• Any other duties assigned by the management as and when required</li> </ul>	60%

<p>Communication and Knowledge Management</p>	<ul style="list-style-type: none"> <li>• Support to coordinate between the field office and IRCO;</li> <li>• Ensure communication with IRBs all support units for effective operation support</li> <li>• Support the program team in sourcing information and data for project development and identification.</li> <li>• Prepare Case study consulting with project team and get reviewed by ERC department including the consent paper.</li> <li>• compilation and produce communications material qualitatively within the appropriate time frame, work plans, objectives, and approaches.</li> </ul>	<p>10%</p>
<p>Reporting and Documentation</p>	<ul style="list-style-type: none"> <li>• Assist in quality report writing in the aspect of all projects and programmatic reporting according to stipulated format.</li> <li>• Prepare project documentation and monthly, quarterly, and annual reports</li> <li>• Support program 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.</li> <li>• Update relevant filing and documentation from time to time on a regular basis.</li> <li>• Compile projects and program's related information/data from field offices and keep all the file/document records proactively;</li> <li>• Significant case studies and successful case stories to be documented as per donor requirements.</li> <li>• Programme and project-related all papers, reports &amp; events with pictures to be documented properly</li> <li>• Ensuring the compliance of all manuals and organizational policies for the project team with proper practice and record.</li> <li>• Tracking progress of project activities regularly.</li> <li>• Maintain administrative/financial files and project documentation.</li> <li>• Archive All types of Documents, quarterly, interim, and final narrative reports as per the proposal and project need.</li> <li>• Assure compilation of results, learning, and uptake from all the activities.</li> <li>• Archiving the project documents (hard copy and electronic copy) as per IR guidelines.</li> </ul>	<p>20%</p>
<p>Other Requirements</p>	<ul style="list-style-type: none"> <li>• Participate &amp; involve with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities.</li> <li>• Ensure that local purchases and expenditures are done as per Islamic Relief Bangladesh policy.</li> <li>• Maintain the stock book, inventory, and other essential registers properly and timely in an effective manner.</li> <li>• Support in the procurement of materials like requisition, follow-up, etc.</li> <li>• Take initiatives to ensure the security of project staff and participants during the intervention.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Ensure the safety of team members from any harm, abuse, neglect, harassment, exploitation, Fraud, Bribery &amp; 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 &amp; Money Laundering for establishing a safe working environment</li> </ul>	<p>10%</p>

	<ul style="list-style-type: none"> <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>• 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>	
Bachelor		Development Studies, Social Science, Disaster Management, English, International Relation, or any other relevant discipline.	
Sectoral Experiences	<b>Minimum Years</b>	<b>02</b>	
	Sector	Experience in working with: <ul style="list-style-type: none"> <li>• Livelihood/development field</li> <li>• Women empowerment &amp; RBA</li> <li>• Programme Facilitation roles in NGO/INGO.</li> </ul>	
<b>Competency Framework (Skill)</b>			
<b>Competency Name</b>		<b>Essential</b>	<b>Desirable</b>
<b>General:</b>			
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 do frequent field visit and working with under privileged people		√	
Willing to adapt and respect to IR'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.		Basic working knowledge	



Language: Excellent/Working knowledge- Reading/Writing/Speaking/Listening- English/Bengali/Other-1/Other-2	Excellent- - Reading/Writing/Speaking/Listening for English & Bengali	
Physical: No serious illness	√	
Only Female	√	

**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 apply through **BDjobs.com** on or before the 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.**