

VACANCY ANNOUNCEMENT

Village Education Resource Center is a national level voluntary organization which is registered by NGOAB (Reg-133), Social Welfare Department (Reg-Dha-02282) and MRA (Reg-01275-00523-00017). In partnership with UNICEF, VERC is going to implement a project titled “WASH Program following Community Approaches to Total Sanitation (CATS), Promotion of Water Safety Plans and WASH in Institutes under GoB-UNICEF in Cox Bazar district. The recruitment against the following position will be made for implementation of the project interventions:

Community Development Officer - (01 Position): Based at Moheshkali, Cox’s Bazar

Monthly Salary Range: **Negotiable**

Age Limit: 28-40 years

02. Responsibilities & Tasks:

Responsibilities	Detailed Tasks
Program implementation	<ul style="list-style-type: none"> • Ensure regular follow up and support for proper implementation of the field level all activities (Hardware and Software) • Guide and assist the Field Facilitators, Community Mobilizers and Community Volunteers for proper implementation of the project activities. ▪ Responsible to develop the monitoring system for the project activities through developing participatory monitoring system. ▪ Facilitated and support Community Situation Analysis (CSA) in the project area. ▪ Share field findings with the Project Management for improving the quality of the field activities. ▪ Responsible for monitoring of 80% of the field trainings for the project participants. ▪ Responsible for preparing significant event reports and case studies. ▪ Take lead role in case of any survey/study in the project area.
Coordination & Communication	<ul style="list-style-type: none"> ▪ Coordinate with project participants, community people, elite, leaders, local govt. representatives and stakeholders associated directly/indirectly into the project activities. ▪ Coordinate with Project Manager, Field Engineer, Admin & Accounts Officer, Community Mobilizer and other team mates of the project.
Monitoring & Supervision	<ul style="list-style-type: none"> • Responsible for program implementation of 100% program of his/her assigned field. ▪ Sharing field findings with the Project Manager and other staffs.
Reporting	<ul style="list-style-type: none"> • Assist Project Manager to prepare monthly/quarterly/annual quantitative and qualitative reports as per project need. • Support to ensure the collection of all hardware and software data from the field. • Check submitted and verified 20 % report, giving update daily/weekly to PM on regular basis.
Office Management	<ul style="list-style-type: none"> • Maintain relevant files, documents and records in a systematic manner. • Ensure daily office working hour and keeping documents in and out. • Community Development Officer will preserve all event reports, case studies, and various periodic reports. • Should obey VERC’s Child Protection Policy, Gender Policy and other policies of VERC.

Educational Requirements:

Post-graduation degree from reputed university in Social Science, Development Studies, Environmental Science, Management etc.

Experience required:

At least 3-4 years experience in similar position in WASH Sector.

Additional Requirements:

- 2-3 years professional experience in WASH Program management, including budgeting, proposal development, reporting and implementation oversight.
- Strong relation with authorities and stake holders in the area of operation.
- Good communication skills, good in written and spoken English.
- Excellent skills using commonly used software MS Word, MS Excel, Power point, internet and email communication.
- Familiarity with UN partnership and fund management systems
- Responsible for organizing the project orientation workshop for the staffs.
- Organize and facilitate the project launching workshop at Upazila level.
- Prepare project reports and send to Donor/Partner as per agreed schedule.
- Candidate should have positive attitude regarding Gender/PSEA & others policies and Code of conduct of the organization.
- Should have valid driving license and be willing to drive motorcycle.
- Strong team building capacity and interpersonal skills.

Note: In case of candidates with more experience; age limit would be relaxed. Women and persons with special needs are equally eligible to apply for the said post.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph (attested) and copies of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 16 February 2023.

Md. Yakub Hossain
Executive Director
VERC