

## 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 the "Provision of life-saving WASH services to the Rohingya refugee population in Ukhiya and Teknaf Upazila, Cox's Bazar District for Camp-8W" Project. Recruitment against the following project position will be made for implementation of the project interventions:

**Position: Community Feedback Mechanism (CFM) Desk Officer: 01 Position, Based at Camp**

**Monthly Consolidated salary: Negotiable**

**Age Limit: 30 - 45 Years.**

**Required Qualifications:** B.Sc in Information & Communication Engineering, Civil Engineering, Environmental Engineering/ Masters in Statistics, Social Science, Economics, and Management.

**Roles and Responsibility:**

- Ensure the community is aware and have access to the CFM at all times,
- Receive beneficiaries and provide them with the relevant information or refer them to the appropriate service provider, actors depending on the nature of the complaint.
- Work closely with the site management and other implementing partners to ensure all segments of the community including the most vulnerable have access to the mechanism and that their voices are heard, and complaints referred.
- Share information with beneficiaries and community members about services or assistance based on the beneficiary's request for information.
- Engage actively with other actors to ensure all information is available and provided accurately in a timely manner.
- Conduct informational sessions to camp beneficiaries about existing facilities, the complaints and feedback mechanisms.

**Job Requirements:**

- 2 years professional work experience in the humanitarian sector and a solid understanding of refugee camp dynamics.
- Excellent analytical and communication skills.
- Strong interpersonal skills and demonstrated ability to establish effective working relations with local staff and other stakeholders.
- Genuine care and respect for needs of others, practically vulnerable population with strong belief in empowering marginalized and disenfranchised people.
- High integrity and willingness to conduct her/himself transparently and open to scrutiny.
- Ability to maintain confidentiality.

**Additional Requirements:**

- University Degree in related field or sufficient working experience to substitute
- Familiarity with UN partnership
- Good reporting skill in English and verbal & written communication with the Donors and others agency.
- Excellent skills using commonly used software MS Word, MS Excel, internet and email communication.
- Field level monitoring skill.
- Excellent communications skills.
- Works well under stress and meet deadlines
- Ability to work under pressure, with minimal supervision, and in a culturally diverse team.
- Should have valid driving license and be willing to drive motorcycles.
- Must have quick decision making and problem solving capability.

Note: In case of candidates with more experience; age and educational qualification 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 achievement, 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 12 July 2022.

Md. Yakub Hossain  
Executive Director  
VERC