

## **VACANCY ANNOUNCEMENT**

The Village Education Resource Center (VERC) is a national level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and Dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. In partnership with Save the Children, VERC is going to implement Oporajita Phase 2 project in Savar and Gazipur area.

Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

**Position:** Case Management Officer cum Psychosocial Counselor - (01 position)

**Duration:** June 2025 to November 2027

### **Job Responsibilities**

- Establish a case management system at project level
- Lead case management activities, coordinate with case workers and other project staff
- Ensure proper documentation and filing of case management information
- Support Case Worker on the identification, assessment, documentation, case planning, service provision and referral (to relevant services), and follow-up of at-risk children and families.
- Provides technical and on job support to Case Workers in the solution and support of complex child protection cases.
- The position holder will be committed to the protection of children from all forms of abuse and exploitation following the safeguarding policy and procedures.
- She/He is required to carry out the duties in accordance with the organizational PSEA and Child Protection Policy policy.
- Reviews the case planning and follow-up of cases and ensures that all cases are managed within planned timeframes based on case prioritization criteria.
- Share information on field-level successes and challenges with the Project Manager; ensure that major challenges are flagged on time and addressed in an appropriate way.
- Supports the development and keeps up to date a map of existing services to which children and families can be referred to.
- Identify actors and service providers at field level and build collaborative relationships to ensure effective referrals and collaboration with the support of Case Workers and other project staff.
- Identify children in need of counseling services from case management process
- Analyze degree of problem and respective mental health services required for respective child
- Develop and facilitate a team of psychosocial first aid (PFA) providers at project level.
- Provide PFA and counseling to the children
- Develop referral linkage and link children in need of critical mental health support to relevant service providers
- Ensure the case management tracker is kept up to date.
- Provide need-based support required for the project.

### **Employment Status**

Contractual

**Educational Requirements**

- Bachelor's degree in clinical psychology, psychology and relevant subjects will get preference. It will be flexible for a person to have relevant professional experience.

**Experience Requirements**

- At least 3 years of professional experience in counseling and case management.
- At least 1 year of experience in the field of child protection.

**Additional Requirements**

- Experienced in Child Protection, case management and child rights work
- Clear understanding of the need for psychosocial support for the most vulnerable children
- Experience working with vulnerable and at-risk groups
- Demonstrated experience in coordination with Child Protection actors, garments workers, garments owners, service providers, duty bearers etc.
- Experience in providing/ facilitating training and meetings
- Skilled in using Microsoft Office including Microsoft Teams
- Demonstrated competency to work independently with minimum supervision.
- Resilient, flexible and gender-sensitive
- Ability and willingness to travel to the field.
- Able to manage multiple tasks simultaneously
- Excellent communication and listening skills
- Proactive and have the desire to learn and build professional expertise.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.
- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. Women and persons with special needs will get preference.

**Job Location:** Gazipur.

**Working Area :** Savar and Gazipur

Salary: Taka 38000-40000 (Monthly) and others facilities will be applicable also based on available the project budget.

***Safeguarding Statement: VERC reserves the Safeguarding Policy of high importance and commits to rigorous procedures to ensure all our personnel and programs are safe for children. All candidates will be, therefore, subject to strict background checks.***

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 4 June 2025.

Md. Yakub Hossain  
Executive Director  
VERC

**Name of Job Portal: bdjobs.com**  
**VERC Website**