

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 Worker - (02 position)

Duration: June 2025 to November 2027

Job Responsibilities

- Provide direct psychosocial and practical support to children and their families, linking them to the most appropriate services and community-based support.
- Conduct vulnerability mapping/assessment to identify the most marginalized children in project locations.
- Ensure the identification, registration, assessment, case planning, and referral, direct service provision towards follow-up for vulnerable and at-risk children.
- Build and maintain effective relationships with children, parents, teachers, SMC members, community people, leaders, local duty bearers, and service providers.
- 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.
- Mobilize and engage key community stakeholders to actively support Oporajita project initiatives.
- Conduct service mapping in the target areas to identify available resources and referral options.
- Assist in organizing case conferences when required to ensure coordinated support for beneficiaries.
- Provide essential information on available services and support survivors in navigating the referral pathways and accessing services.
- Support Eco-clubs to ensure the effective and quality implantation of the eco-club activities.
- Maintain confidentiality of all case management information, except when exchanging information with other team members to draw joint action plans in the best interest of the beneficiaries.
- Assess risks in the field and consider possible risk management strategies.
- Document all program and beneficiary's activity in an accurate and timely manner using standardized tools and forms.
- Participate in data collection, mapping exercises, and organize interviews and group discussions as required.
- Collaborate with the safeguarding focal point to assess risks and develop local mitigation measures.
- Ensure data protection compliance with internal protocols and safeguarding policies.

- Maintain a high standard in organizing and implementing community mobilization activities in the project areas.
- Conduct needs assessments to identify capacity development requirements for beneficiaries.
- Arrange/ recommend training for the program participants, duty bearers, service providers and stakeholders.
- Act to implement child safeguarding policy of SCI and VERC for everyone concerned at every meeting or gathering.
- Conduct regular field visits to monitor project implementation quality and document key findings.
- Perform any other duties as assigned by the supervisor to support the overall success of the project.

Employment Status

Contractual

Educational Requirements

- Bachelor's degree is preferably in social sciences, development and humanitarian studies, social work, or other relevant subject areas.

Experience Requirements

- At least 2 years and at least 1 year of experience in the field of case management work.

Additional Requirements

- Experienced in case management 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, garment workers, garment owners, service providers, duty bearers etc.
- 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/ Savar

Salary: Taka 20000-22400 (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 15 June 2025.

Md. Yakub Hossain

Executive Director

VERC

Name of Job Portal: bdjobs.com

VERC Website