

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 Educate the most Disadvantage Children project in Narsingdi district. Recruitment against the following project positions will be made for implementation of the project interventions:

Name of Position: Program Organizer

Job Description/Responsibilities:

- Identify challenges and issues in project fields, and assess needs in accordance with overall program strategy.
- Prepare monthly individual work plan and ensure proper implementation of the Project's Monthly Action Plan;
- Make regular and frequent visits at project working areas with quality checking;
- Regularly update stock register, oversee register.
- Conduct different meetings, keep meeting resolutions.
- Follow up facilitation as per the approved plan.
- If needed provide on the job training through measuring performances.
- Updates all kind of registers.
- Directly assist to survey, home visit, age and sex-specific identification;
- Attend Monthly Refreshers Training at the field level;
- Assist to Technical Officers (TO); if needed conduct cluster meeting issue base and keep documentation.
- Ensure proper operation of the assigned areas.
- Keep local level networks with the different stakeholders;
- Provide daily progress information to Technical Officer and PD/Manager/Coordinator.
- Participate different events organize by the donor and the project; Keep good team works with other key contact personnel.
- Committed to protect sexual exploitation and abuse (PSEA) and to ensure effective action is taken when problems occur.
- Commitment to gender equality and the values of the organization
- Perform any other assignment given by the project management and the organization.

Academic qualification:

- Bachelor degree in any discipline. Qualifications may be relaxed to the candidates, who have adequate knowledge and experience of the position.

Additional Requirements:

- The applicants should have at least 2–5-year experience in NGO in Education sector. 2 years professional experience in Education Program
- Keep liaison with relevant NGOs, local representatives and field level GoB officials and related organizations for effective program implementation and enhancing quality.
- Disseminate new information, lessons learnt, government's new policies and programs etc to the appropriate forums when needed.
- Report Writing Skill (Both Bangla & English)
- Must have knowledge of Local Language.
- 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 would be relaxed. Women and persons with special needs are equally eligible to apply for the said post.

Salary Range: Taka **31461.00** (Monthly) and others facilities will be applicable also based on available the project budget.

Project Location : Narsingdi Sadar & Raipura Upzila in Narsingdi district.

Age limit: 25-45 years

Interested candidates are requested to apply with full confidence along with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers should reach the Executive Director, Village Education Resource Center(VERC), B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 22 January, 2025.