

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: Community Mobilizer - (02 position)

Duration: June 2025 to November 2027

Job Responsibilities

- Establish an effective relationship with the garment's owners, service providers, duty bearers, local government, and other actors to identify the vulnerable children in the communities
- Keep regular meetings and communication with the children and their parents
- 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.
- Arrange periodical meetings with the garment's owner, service providers, duty bearers, local government, and other actors to share the findings of gaps in services available for the children and seek the need to mitigate those.
- Prepare awareness materials and share those accordingly.
- Support the children in the development and implementation of project interventions in a participatory way.
- Assist in the delivery of timely reports on field interventions.
- Participate in data collection, mapping exercises and organize interviews and group discussions.
- Work with the safeguarding focal point to assess risks and local mitigation
- Assist in managing case management of children and families, regarding protection of children from violence, harmful labor etc.
- Formation and facilitate monthly children Eco-club session and dialogue sessions with service providers and duty bearers.
- Facilitate monthly Life skills for success session at child group.
- Support STEM Coordinator to organize STEM sessions at school level.
- Mobilize children to access the facilities and services of child friendly space.
- Referring to children at risk of violence and other child protection concerns the case management team for support.
- Assist in preparing reports in the field.
- Make need assessment of the beneficiary for capacity development
- Arrange/ recommend training for the program participants, duty bearers, service providers, other actors etc.

- Act to implement child safeguarding policy of SCI and VERC for everyone concerned at every meeting or gathering.
- Make necessary field visits to assess the quality of the action of the project and keep notes of the findings
- Undertake any other duties that may be determined by the supervisor.

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 3 years(s)

Additional Requirements

- Age 25 to 30 years(s)
- 3-5 Years practical experience in the relevant field.
 - 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 26000-27000 (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, Ekhlash 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

