

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: Daycare Supervisor - (02 position)/ Center Supervisor

Duration: June 2025 to November 2027

Job Description / Responsibility:

- She will devote 100% of her time to this project
- Assists in the Day care center setup in Gazipur and Savar areas.
- To visit on a regular basis the DCCs; to recruit the caregivers and teachers according to specific selection criteria.
- Develop all the learning materials for the Day care center.
- Record and preserve all kinds of documents.
- Provides supervision, leadership, and guidance to the DCC caregivers and teachers.
- 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.
- Monitors DCC centers Caregivers and teachers daily to ensure according to the routine with the Child Care and ECCD activities.
- Conduct and support periodic CREDI and IDELA assessment.
- Conduct Monthly parents meeting, PDEP sessions and Reading for Children (RfC) activities
- Form Center Management Committee (CMC) and organize regular meeting.
- Prepare a report and submit it to the authority.
- Guides and assists children in activities, routines, and transition times
- Overseas general maintenance and repairs
- Keep updated all the daycare administrative document.
- Arranges for the replacement of daycare staff as needed
- Keep record of children's height and weight
- To coordinate with the accounts department to ensure the smooth operation of the project; data collection; record keeping and result based management of DCCs.
- To arrange quarterly CMC meetings and maintain good contacts with the center area community people for establishing and sustaining the center management committees (CMCs).
- Any other task assigned 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 23000-245000 (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 4 June 2025.

Md. Yakub Hossain

Executive Director

VERC

Name of Job Portal: bdjobs.com

VERC Website