



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

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Recovery And Advancement of Informal Sector Employment (RAISE) Project

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Terms of Reference of Project Implementation Unit (PIU)

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is launching a project titled ‘Recovery and Advancement of Informal Sector Employment (RAISE)’ jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** will implement the RAISE project in its catchment area.

SARPV is a leading non-profit organization, committed to serve underprivileged communities since 1989. Our focus ranges from disability support to poverty alleviation, education, healthcare, and beyond. **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** is seeking competent project management professionals for the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Position: Case Management Officer (CMO); Vacancy: 01

The Case Management Officer (CMO) will be responsible for enhancing the quality of project implementation and maximizing the satisfaction of the project participants as well as stakeholders. The successful candidate will be accountable for the trainee’s enrolment process to employment with the support of other PIU staff.

Major Responsibilities

- Perform individual assessments through psychometric profiling and, identify potential program participants for Business Management Training (BMT) and Apprenticeship Program (AP);
- Provide individual and group counseling, assist in career planning assessing program participants’ needs, preferences & abilities and support them to succeed in their roles through close supervision, mentoring, and coaching and;
- Facilitate sessions in training/workshops/courtyard meetings and coordinate with other actors to ensure referral and the transfer of cases where RAISE does not have the capacity or specialized support;
- Enter and update data into Case Management System (CMS) software and analyze them according to the demand of PMU;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly, and half-yearly progress reports on time; and



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- Perform any other tasks assigned by the management.

Educational and other Qualifications

- Master's Degree in Social Work/Social Welfare/Psychology/Clinical Psychology/Educational Psychology/Education/Sociology from any Govt. Approved University;
- More than one 3rd Division/Class in examinations will not be accepted;
- Training in Case Management, Counseling, Entrepreneurship Development, and Management Information Systems (MIS) will be treated as extra quality;
- Good operating skills of Microsoft Office (especially MS Word, MS Excel and MS PowerPoint) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

Experience

At least **5** years of relevant experience in Case Management/Psychosocial Counseling/Information Management/Training in the development organization.

Age Limit: Maximum 45 years.

Work Station: Chakaria, Cox's Bazar; extensive field visit is required.

Assignment Duration: Initially 1 year Contractual Renewable on the basis of availability of Project fund & Duration)

Salary & Allowances: Consolidated Tk. **45,000/- (BDT Forty-Five Thousand) per month** and other admissible benefits (if available) as per Project rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

Applying procedure: If the candidates feel that their qualification, exposure and experience match with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV by filling up the Google form link given below before the closing date. You have to give real and all information in the form. Interview session is expected to take place in a shortest time after the application deadline. ***Only shortlisted candidates will be contacted for the further selection process. Verification of Educational and professional experience certificates will be done after/during Interview.***

Google Form Link: <https://forms.gle/MnJSgGyDTMX4nxs87>

Last date of Application: 06/09/2024

Qualified women and People with disability are strongly encouraged to apply.

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.