



Vacancy Announcement

Position Name: Project Officer

Vacancy: 07

Job Context: Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is a non-government, non-political, Bangladeshi organization under its Health & Nutrition program providing lifesaving health & nutrition support to the local Bangladeshi & Rohingya people of Cox's Bazar.

Job Responsibilities:

Project Implementation

- Conduct training of project team on Nutrition; Support Group approach, and activities for pregnant and lactating women and their husbands.
- Conduct programme participants selection process ensuring impartiality, and the coverage to expected programme areas.
- Form Support Groups and other programme participants groups according to project design, ensuring 100% coverage of the programme area.
- Support the development and adaption of context specific IEC materials for training and capacity building of project / programme staff and beneficiaries / participants
- Lead the development of a pictorial book of innovative nutritious meals recipes for maternal, infant and young child nutrition (MIYCN), adopting the participatory cooking sessions technique
- Build capacity of community mobilizers to deliver quality cascading sessions through volunteers, as per the Support Group approach, on maternal, infant and young child nutrition
- Ensure proper programme participants selection for the homestead garden activities
- Distribute materials / inputs to target beneficiaries, and promote the utilisation as per project design, to achieve project objectives
- Conduct on the job coaching to the field team to maintain high quality and accountability to programme participants.

Coordination

- Liaise with govt. authorities in camp level / Upazila level, ensure need assessment approval, maintain coordination and collaboration throughout the project cycle, conduct project start up and progress sharing workshop.
- Liaise with other SARPV project field teams to ensure integration of all projects within SARPV, for smooth operation and mutual support.

Human Resource Management

- Monitor staff performance and ensure timely performance Appraisal.
- Ensure staff welfare, safety and security in liaison with HR and Other senior staff.
- Ensure an enabling, friendly, collaborative and professional working culture within the project team, and adherence to SARPV policies and procedures.

Monitoring and Evaluation

- Support MEAL team to create database of the programme participants
- Participate in regular team meetings to share activity progress and learning.
- Work with MEAL and DPM, PM to identify and address implementation bottlenecks.
- Support MEAL team in data collection for surveys and evaluations.
- Ensure that the feedback mechanism for accountability to staff and beneficiaries is operational in the programme areas.

Reporting

- Share weekly field activities updates with DPM.
- Ensure monthly statistical reporting and event reporting

Additional Roles

- Promote and ensure compliance with the requirements of SARPV's HR policies, SARPV's Code of Conduct and Other's policies and Core Humanitarian Standards of Accountability to ensure protection to programme beneficiaries.
- Perform other duties assigned by Deputy Project Manager or Project Manager.

Accountability:

In line with SARPV's commitments under the Core Humanitarian Standard (CHS):

- Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
- Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
- Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities.

Requirements: (Educational, Experience, Language, etc.)

a) Education, Experience and basic requirement

- B.Sc in Nutrition, Public Health, Agriculture or relevant field
- 2 years progressive work experience in nutrition-sensitive, Food Security field.
- Good computer and report-writing skills are required
- Strong written and verbal communication skills in English is required
- Experience in community nutrition, IYCF and/or mother care / support groups is required

Good knowledge on the Rohingya refugee context is desirable.

c) Additional Requirements:

- Pro-active with an ability to think analytically
- Results-oriented team player with excellent planning and organisational skills
- Ability to solve problems with good decision-making skills
- Acts to inspire others by clearly articulating and demonstrating good values
- Nurtures a productive, motivating and responsive environment to develop a team
- Ability to work in challenging environments.

Employment Status: Contractual

Job Location: Ukhiya upazilla (camps or host community) Cox's Bazar District

Salary: 65,000/- BDT

Compensation & Other Benefits

- Two days weekly holiday
- Local transport, mobile call charge as per Organizational Policy
- Others allowance will be applicable as per the organization's policy.

APPLY PROCEDURE:

If the candidates feel that their qualification, exposure and experience match our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and submit CV at given below address before the closing date. The interview session is expected to take place in the shortest time after the application deadline. Only shortlisted candidates will be contacted for the further selection process.

Address to CV Drop: SARPV Ukhiya Office, Ukhiya Cox's Bazar

Application deadline: 03 October 2023