



## **VACANCY ANNOUNCEMENT**

The Bangladesh Red Crescent Society (BDRCS) is the largest humanitarian organization working across Bangladesh. As an auxiliary to the Government, the Society provides humanitarian assistance to the vulnerable population. Over the last 41 years, Bangladesh Red Crescent Society (BDRCS) has undertaken a wide range of activities in disaster management, health, capacity building and in promoting RCRC ideals and principles. To become the leading humanitarian organization in Bangladesh, BDRCS through various challenges continues to make steady progress towards its vision and<sup>1</sup> mission<sup>2</sup> in providing vital services to the most vulnerable in an effective, transparent and self-sustainable manner.

The International Federation of Red Cross and Red Crescent Societies (IFRC) Bangladesh Delegation is supporting BDRCS to implement different, programs/projects for vulnerable communities including Community Based Disaster Risk Reduction (CBDRR) program.

The BDRCS is now looking for a suitable Bangladeshi national for the following position:

<b>Position Title</b>	: <b>Field Assistant-Community Based Disaster Risk Reduction (CBDRR)</b>
<b>Duty Station(s)</b>	: <b>Char Kalatali, Monpura, Bhola; Char Motaher, Char Fession, Bhola</b>
<b>Reporting Lines</b>	: <b>Assistant Program Officer, BDRCS-Bhola</b>
<b>Time attributed</b>	: <b>100 % to the CBDRR Program</b>
<b>Nature of Job:</b>	: <b>Contractual</b>
<b>Duration of contract:</b>	: <b>12 months</b>
<b>No. of position:</b>	: <b>Two (2)</b>

### **RESPONSIBILITIES:**

#### **Key Task and Responsibilities:**

- Implement and monitor the activities of CBDRR programme effectively at community level as per the plan of action
- Develop monthly/quarterly/annual community action plan in consultation with Community Disaster Management Committee (CDMC) for implementation of the activities and share with respective line Managers and BDRCS Bhola unit
- Facilitate and maintain coordination with Community Organizer (CO), CDMC and Community Disaster Response Team (CDRT) for the implementation of programme activities at communities
- Maintain coordination with Project implementation Committee (PIC) to share information and for strategic guidance
- Maintain a regular coordination between communities and BDRCS Bhola Unit
- Maintain liaison with the associate institutions such as schools and Islamic institute, LGIs/Union Parishad (UP) and other partners to implement CBDRR activities
- Share information and maintain collaboration with the government and non-government organizations in upazila and district level for technical support
- Maintain liaison with Union Disaster management Committee (UDMC/UDMC) and CPP (Cyclone Preparedness Program) for necessary support and technical guidance
- Prepare monthly/weekly progress, updates, programme activity reports on the intervention of CBDRR activities as per reporting formats and timelines
- Assist Unit Level Officer (ULO), Assistant Program Officer (APO), Assistant Program Manager (APM) and Project Monitoring Evaluation and Reporting (PMER) officer of BDRCS for reporting and monitoring in regards to the project intervention
- Organize trainings, workshops and meetings with relevant stakeholders in the community
- Organize field visit for consultant/ project personnel/ Donor.
- Carry out any other task as advised by the line manager
- Maintain movement register in the field office
- Maintain financial records such as cash books as per agreed budget
- Develop financial vouchers as per agreed format to respective reporting managers within due time

### **PERSON SPECIFICATION:**

- In good mental and physical health;
- Relevant university degree or equivalent qualification;
- At least 3 years of working experience in the field of community based DRR interventions
- Ability to write narrative reports in English and Bangla
- Excellent communication skills in English and Bangla
- Self-supporting in computers (Windows, spreadsheets, word-processing);
- Competencies: preferable-RCRC movements, Results Focus & Accountability, Teamwork, Communications, and

<sup>1</sup> The vision of the Society is to transform the BDRCS into a “Well Functioning National Society” with a network of active Red Crescent Units in all districts for carrying out activities in accordance with the fundamental principles of the Movement with the aim of improving the situation of the vulnerable people.

<sup>2</sup> The mission of the BDRCS is to improve the situation of the vulnerable people by mitigating their sufferings caused by diseases and disasters in accordance with fundamental principles of the Movement by mobilizing the power of humanity.

Professional Mastery, Analytical skills, ability to think strategically and able to influence, communicate, co-operate and negotiate with a wide range of people and organizations.

**Salary :** Monthly consolidated salary will be BDT. 15,000/-

**Application instructions:**

- Last date of application is **10 April 2014 on or before 5:00 PM**
- Suitably qualified candidates are invited to apply with their detailed CV ,a cover letter and 2 photos justifying suitability to:

**Director,  
Disaster Risk Management  
Bangladesh Red Crescent Society  
Red Crescent Sarak, 684-686, Bara Moghbazar,  
Dhaka – 1217**

- Mention the name of the position applied for on top of the envelope

***Only short-listed candidates will be notified  
The BDRCS is an equal opportunity employer***