Bangladesh Red Crescent Society
National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Vacancy Announcement

Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society provides humanitarian assistance to the vulnerable people over the last 48 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building and in promoting Red Cross/ Red Crescent ideals and principles.

Currently Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under Population Movement Operation (PMO), Cox's Bazar:

Job Title : Field Officer - DRR
Organizational Unit/Department : Disaster Risk Reduction team, PMO
Reporting line : Manager, BDRCS, PMO
Service type : Contractual
Duration of contract : Until 31.12.2020 (with possibility of extension)
Number of Post : 03
Salary Range : Up to 50,000/-
Age Limit : 45 years (may be relaxed for potential candidates)
Duty station : PMO HUB, Ukhiya, Cox’s Bazar

Overall responsibility:

- Support effective implementation of the DRR activities at Host, School and camp level
- Reach people through DRR awareness activities
- Ensure strengthen prompt and quality information and feedback system
- Extend efficient support to different sectors and agencies in DRR initiatives
- Increase community participation and transparency in the Population Movement Operation

Roles and Responsibilities:

- Support implementing and assessing DRR program/project activities in the different target CAMP and host communities, including regular visits to observe progress of program/project implementation.
- Support planning monthly activities as per established targets (monthly, quarterly, annually) and deadlines within the Program/Project Plan of Action in close collaboration with the DRR Manager and the team.
- Conduct monitoring and evaluation activities to identify best practices or determine areas for improvement.
- Manage day-to-day logistics, administration, and personnel activities in accordance with national law and organizational guidelines.
- Facilitate and support with the planning of meetings, workshops and field visit as required.
- Act as a focal person between the DRR volunteers on field level (CAMP/host community) and DRR Manager to support with project coordination and implementation.
- Develop Business/IGA plan for selected beneficiaries for Cash for Work (CFW), Unconditional Cash Grant (UCG) and IGA and Livelihoods diversification as per project guideline.

Additional responsibilities:
• Facilitate to CRA/EVCA conduction in Host and camp settlements
• Coordinate to Formation/Reactivation of different Disaster Management Committee and Disaster Response Coordination group in host and camp settlement
• Facilitate to organize regular meeting of DMCs and community group
• Ensure documentation of different meetings and events
• Conduct to Implement and monitor skill development/IGA, mitigation activities at Host, Camp and school level in collaboration with relevant partners
• Conduct for School and learning center-based mass awareness session facilitation

Required Entry Qualifications and Competencies:

Post-Graduation/Graduation preferable in Disaster Management/Social Science or any relevant subject from a reputable university.

Professional Experience

At least 5 years of professional working experience in community mobilization with vulnerable target groups. Preferably experience in DRR/Livelihood/Education programs/projects or comparable projects of other humanitarian or development partners.

Further Knowledge and Attitude

• Workable command of MS-Office, internet.
• Good working knowledge of modern telecommunication systems (telephone, e-mail, internet).
• Willingness to learn from other team members.
• Fluency in English and Bangla and good writing skills in both languages. Speaking local language and people from local communities are preferable
• Excellent communication skills.
• Willingness to work at community level and participate in field work at the camps
• High social sensibility and empathy.
• Ability to multi-task and work under stressful conditions to meet deadlines.

Special Clause

The incumbent takes his/her new responsibilities after having been assigned by the responsible line supervisor or, in default, by the Head of Operation. H/she accepts a probation period of three months. Main duty station is Ukhiya and sometimes PMO Office Cox’s Bazar.

If you think you are competent enough for the position, please submit your application with complete resume with a cover letter, two references, a recent photograph and mentioning the name of the position in subject line to hr@bdrcs.org before 5:00 pm, March 17, 2020.

Only shortlisted candidates will be notified

BDRCS is an equal opportunity employer