



# Bangladesh Red Crescent Society

National Headquarters

684-686, Red Crescent Sarak, Bara Mogh Bazar, Dhaka-1217

## VACANCY ANNOUNCEMENT

<b>Job title</b>	:	Program Officer (Branch Development)
<b>Duration of contract</b>	:	1 year
<b>Salary</b>	:	Negotiable
<b>Number of Post</b>	:	01
<b>Age</b>	:	36 years maximum (Age limit will be relaxed in case of potential candidate)
<b>Duty station</b>	:	Unit Office, Cox's Bazar

### **Position Summary:**

The Program Officer (Branch Development) will be responsible for ensuring overall Unit (branch) development program implementation of the BDRCS Cox's Bazar Unit in coordination with Branch Development Coordinator, IFRC PMO Cox's Bazar. The incumbent will work closely with Unit Level Officer (ULO) Cox's Bazar Unit and maintain strong coordination with Cox's Bazar Unit Secretary, PD, PMO Cox's Bazar and DD, P&D NHQ. S/he will be responsible for provide support to and coordinate with other ongoing projects of Cox's Bazar Unit. Major areas of work will be focusing on volunteer management, recruitment, training, retention and rewarding in coordination with Director Y&V department. Enhance coordination among PMO supported staff and volunteer's capacity building related activities would be another prime responsibility of the position holder.

### **Duties and Responsibilities:**

- Provide support to implementation of Cox's Bazar Unit/Branch development activities.
- Ensure programs are implemented according to the agreed/approved plan and budget
- Develop and maintain strong working relations with Youth Chief and member of the RCY Committee.
- Ensure bills and vouchers for activities are collated and submitted with appropriate and documents (bills, vouchers and supporting documents).
- Prepare and submit financial forecast for branch development and other activities based on funds required for planned activities next month(s).
- Submit cash request based on actual requirements of the branch development and other project activities.
- Monitor implementation of ongoing activities and regularly produce monitoring report.
- Update RCY volunteer's database in coordination with RCY Chief.
- Ensure deployment of RCY volunteers in coordination with RCY Chief and project focal person according to requirement of the projects strictly adhere the policy and guidelines for volunteer deployment.
- Organise and support training for PMO staff and RCY volunteers in coordination with Youth Chief, ULO, Unit Sec, Dir Y&V, Dir UAD, DD P&D and Branch Development Coordinator.
- Provide support program design, activity planning and budget.
- Ensure volunteers retention, protection and recognition
- Develop and maintain effective working relationship with Unit Secretary, Vice Chairman and ULO.
- Maintain strong coordination with PD PMO, DD P&D, Dir Y&V and Branch Development Coordinator
- Develop and maintain effective coordination with other project officers/managers in Cox's Bazar Unit.
- Organise program coordination meeting as designed and agreed by the competent authority.
- Support developing budget of the project/Unit in line with the activity plan or work plan of the Unit.
- Produce monthly update and quarterly narrative report regularly.
- Perform any other duties as instructed by the competent authority (Unit Sec/ULO/PD PMO/Dir Y&V, DD P&D and BDC IFRC)

**Educational Qualification:**

- Bachelor's degree in development studies, social science, business administration (master's degree preferable)

**Person's Specifications:**

- Sound physical and mental health
- Ability to work in a team; under time pressure; and long office hour when needed
- At least 3 years working experience in the field of program management in non- profit organisation, preferably in development/humanitarian sector.
- Proficiency in using different software (word, excel, database, power point etc.
- Experience of project cycle management and volunteer management
- Ability to produce project proposal, updates and narrative reports.
- Excellent verbal and written communication skills in English and Bengali.

**Personal Qualities:**

- Adhere to the 7 fundamental principles of Red Cross and Red Crescent movement
- Act at all times in accordance with the Code of Conduct
- Able to work in a team and respects opinions of others
- Honest and high level of integrity
- Assist the organization on occasion, in times of national, international, local emergencies or major disasters

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 passport size photograph and mentioning the name of the position in subject line to [hr@bdracs.org](mailto:hr@bdracs.org) **before 5:00 pm, 10 January, 2019.**

***Only short listed candidates will be invited for interview.  
BDRCS is an equal opportunity employer.***