

## **Field Facilitator**

### **Jagrata Juba Shangha (JJS)**

#### **Vacancy**

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#### **Job Context**

- Project: Coastal Community Resilience project
- Assignment period : February 2019 to March 2020
- Working Station: Mongla and Sarankhola

#### **Job Responsibilities**

- Implement project activities in the project area in a participatory approach.
- Work in team approach with other Members to ensure quality implementation of each intervention as per strategies and give proper importance for norms and culture of the community.
- Look into all small actions and to capture small achievements Work with Team members to deal with climatic issue very carefully and motivate people to act as change maker of the community.
- Maintain effective functional coordination with Project Manager, Project Coordinator and Team members in discharging day to day activities.
- Maintain functional coordination with local Civil Society, UP Bodies and community people.
- Maintain coordination with JJS Management through PM & PC.
- Follow programming approaches and receive feedback if required to implement design activities.
- Assist team members in preparation of budget for each intervention in time and submit to JJS management and submit requisition in advance for purchase of project related items.
- Prepare regular reports especially after completion of an intervention and submit with bill vouchers for adjustment within timeline.

#### **Employment Status**

Contractual

#### **Educational Requirements**

- Graduation in any subject

## **Experience Requirements**

- At least 1 year(s)

## **Additional Requirements**

- Age at most 45 years
- Minimum 1 year of working experience in DRR and Climate Change issues.
- Female candidates are always encouraged to apply.
- Report writing capacity, Computer and communication skills

## **Job Location**

Bagerhat

## **Salary**

Tk. 18112 (Monthly)

## **Compensation & Other Benefits**

- Travel allowance: Actual

## **Apply Procedure**

If you are interested and meet the criteria, please enclose and read the instruction carefully as missing of any one is considered disqualification for the position:

CV with two valid references and clear information oriented (requested to prepare the CV not more than three (04) pages), Cover letter briefings with his/her competencies for the position and one recent Photograph.

Photocopies of academic and experience certificates, National ID, valid driving license (If any), release order form last employer (not more than one month old) etc.

Candidates must mention the name of position on the top of the envelop along with full address and valid contract number to: Coordinator Admin & HRD, Human Resource Department, JJS, Khulna Office, 35 /8 TB Cross Road, Khulna-9100 on or before 5 pm, Thursday, 25 April 2019.

Application Deadline : **April 25, 2019**