

Manager

Jagrata Juba Shangha (JJS)

Vacancy

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Job Context

- Project : Protection of Child from sexual abuse and drug addiction project supported by kindernothilfe (KNH)
- Assignment period : Two years (July 2019 to December 2020)
- Travel allowance : Actual
- Closing Date : 5 pm, Friday, 26 July 2019
- Details on : www.jjsbangladesh.org

Job Responsibilities

- Communication, advocacy and Liaison to Police department, Narcotic department, Health department, Khulna City Corporation, Department of Women Affairs, Department of Social Service and other Government departments for ensuring protection of children.
- Assist Social Workers to mobilize LEBs, Community Based Child Protection Committees for protection of children from sexual abuse and drug addiction.
- Ensure effective management of CFS and create recreational atmosphere for children.
- Support and effective engagement of stakeholders related to the child protection
- Capacity building of staffs to run the programs for protection of children.
- Support and Guide staffs for community mobilizing.
- Support and ensure preventive and protective measures for children.
- Support Organize events and support staffs to smooth running of the project activities.
- Guide Staffs and volunteers for the best performance to meet the project needs.
- Support to organize advocacy meetings, workshops, training and orientation as need
- Resource mobilizing and linking children with services.
- Provide quality input and prepare monthly, quarterly and annual report.
- Prepare event report, case study and good example.
- Always be prepared to work beyond time limit for above purpose.
- Besides all above responsibility, any other work to meet the project need and organizational purpose has to be done perfectly.
- Liaison with Donors.

- Networking and resource mobilization.
- Guide and ensure preventive and protective measures for children in need of protection.
- Perform any other relevant tasks as assigned by the senior management.

Employment Status

Contractual

Educational Requirements

- Masters in any subject .
- Qualification : Report writing capacity in English, Computer and communication skills.

Experience Requirements

- At least 5 year(s)

Additional Requirements

- Age at most 40 years
- Minimum 5 years working experience in vulnerable Child Protection work.
- Minimum 1 year working experience in Managerial position in child protection work.

Job Location

Khulna

Salary

Tk. 40000 (Monthly)

Apply Procedure

Send your application to jjshrdinfo@gmail.com

or

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. Requested to submit the documents on the day of appointment not to send via mail. Candidates are requested to send only CV and Cover letter via mail.

Candidates must mention the name of position on the subject line on email and 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, Friday, 26 July 2019.

Application Deadline : **July 26, 2019**