

## JD of Project Officer-Livelihood & Localization

**United Purpose (UP)** is a UK based International NGO working in Bangladesh since 1993 with the vision to see a world where justice, dignity and respect prevail for all with a mission is to challenge poverty and inequality through working in partnership.

United Purpose is currently implementing a project which is designed to strengthen social cohesion and civil society capacity in Cox's Bazar district through addressing the socioeconomic needs of vulnerable households in selected communities affected by the refugee influx, building the technical capacity of local organizations to plan socioeconomic interventions, improve service delivery and sustain development contribute to community-driven, gender-responsive, market- oriented socioeconomic development of the Cox's Bazar district that promotes social cohesion, civil society capacity in host communities. This will be achieved through creation of diversified and resilient economic opportunities for poor and vulnerable households particularly for women and girl and other marginalized groups such as ethnic minorities in the selected 18 Unions under 6 Upazila of Cox's Bazar District.

United Purpose is looking for a qualified and motivated individual to fill up the following position:

<b>Job Title:</b> Project Officer-Livelihood & Localization	<b>Grade:</b> UP Grade G – 3C
<b>Line Manager:</b> Head of DRM & ER	<b>Job Location:</b> Field Office, Cox's Bazar
<b>Salary Range:</b> As per organizational policy	<b>Other Benefits:</b> As per organizational policy

If you think you are the right candidate, please apply following the instructions given below:

### Application Procedure:

- Please fill in your CV in official form available here. Application other than specified format shall not be considered.
- Please submit your CV at [upb.recruitment@united-purpose.org](mailto:upb.recruitment@united-purpose.org)
- You must use the Name of the Position in the subject line of email.
- **Application to be submitted by 19 November 2022.**

**Position Rationale:**

The focus of this position will be the implementation of a new programme called the “**STRENGTHENING SOCIAL COHESION AND CIVIL SOCIETY CAPACITY WITHIN COX’S BAZAR DISTRICT OF BANGLADESH**” in Cox’s Bazar. This project is implemented by United Purpose with support from **IOM** and Contribute to community driven, gender-responsive, market-oriented socio-economic development of the Cox’s Bazar district that promotes social cohesion and civil society capacity in host communities and strengthen community-based approaches in the camps. The expected position holder as well as job seekers will be able to draw a depth understanding and experiences in both in order to manage the implementation of this project effectively and efficiently. As a key responsible person here Project Officer-Livelihood and Localization will support the Project Manager, Head of Disaster Risk Management & Emergency Response Department and coordinate with other project officials in the areas. As a means of socio-economic developer which promotes social cohesion and strengthen civil society capacity in project implementation, the project expects to the position to ensure technical support to project staffs, program planning, monitor the project activities, including quality programming, capacity-building, advocacy, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures.

Job holder will be able to draw on in depth understanding and experience of community mobilisation and social cohesion to manage the implementation of this project effectively.

Project Officer-Livelihood & Localization will support the Project Manager in all aspects of project implementation, including quality programming, capacity-building, strengthening capacity of PNGO’s, advocacy, M&E, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures.

**Job Responsibilities:****To ensure project have better plan to achieve their goals**

- Ensure technical support to develop Details Implementation Plan (DIP) of projects timely
- Executing the project activities effectively and timely at your working area.
- Ensure project plan is monitored and documented its progress.
- Ensure the formation of community forums e.g. groups formation, youth mobilisation and capacity building of neighbourhood youth spaces/parliament
- Provide and capacity building support of the PNGO’s and project team on community Orientations on behavioural change, social cohesion & peacebuilding, conflict prevention, early marriage, trafficking & GBV, empowerment & leadership, reproductive health, DRR etc.

- Support to organise of sporting events, meeting, training and facilitate
- Develop training module, training plan, PNGO's contingency plan, strategic plan of PNGO's.
- Organise and facilitate ICT and carrier skills training for youth development and employment
- Form ward level community-led monitoring committee
- Support to establish and function of community welfare center
- Support to select and finalise the beneficiaries list of livelihood and social cohesion interventions
- Support to product promotion through sponsorship of sports teams/events (football) and product making competitions (cakes, weaving, etc.) of the enterprises
- Support to select/design schemes for small scale mitigations in consultation with communities and LGIs and support to implement

**To ensure the effective coordination and communication, compliances and documentation:**

- Ensuring maintenance of effective coordination and communication with UNO, LGI's, ISCG, CiC, clusters, sector's, line departments and other stake holders in advance by sharing detail plan
- Ensuring the participation of GoB and other relevant committee(s) within the project areas that could contribute to bring effective results at project level.
- Ensuring reports are prepared within timeline and submitted
- Internal and external best practice and lesson learning on projects activities are documented and used in on-going procedures.
- Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment.
- Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organization;

**Experience Requirements**

- Minimum 4 year(s) relevant experience

- The applicants should have experience in the following area(s):  
Program Officer/Manager

#### **Key competencies required:**

- Master's degree in relevant subject and in depth understanding of FDMN and host community situation in Cox's Bazar district
- Minimum four years of professional work experience in the relevant field
- Good communication skills (oral and written) with community and relevant stakeholders
- Well-known local language/dialect and ability to work with people from different cultures, gender, religion, race, nationality and age
- Highly energetic, motivated and ability to work effectively as a team member
- Strong knowledge and understanding of different government structure and excellent understanding of humanitarian assistance in emergencies
- Consistently approaches work with energy and a positive, constructive attitude
- Proficiency in MS office tools, including Word and Power Point
- Critical and creative thinking and analytical skills. Ability to compose, edit, analyse and report using complex information
- Experience of partnership management.

This job description may be reviewed at any time according to the needs of the organisation.

#### **Assessment:**

- **Long listing:** Fulfilment of minimum qualifications
- **Shortlisting:** Candidates with higher qualifications are shortlisted.
- **Written Test:** Assess analytical skill under time constraints. Scheduled online written test.
- **Interview:** Competency based interview.

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#### **Other Information:**

- **Stipend and other benefits:** As per United Purpose HR Policy.
- **Career Growth:** In an international environment, there is excellent opportunity for professional growth in development sector.

#### **Special Notes:**

1. The United Purpose is committed to ensuring gender balance in its team. Female candidates are strongly encouraged to apply.

*2. Warning: United Purpose does not engage third party or charge any fees at any stage of its recruitment process. Therefore; all applicants are advised to kindly follow the instructions of this document only.*