

## Job Description of Upazila Facilitator

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> Upazila Facilitator (4)	<b>Grade:</b> UP Grade 6A – Contractual
<b>Line Manager:</b> Project Manager	<b>Job Location:</b> Anywhere in 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 below (double click on the icon). 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 field responsible person here Upazila Facilitator will support the Project Manager and coordinate with others upazila stakeholders, 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, project participants as the field level program planning, monitor the project activities, including quality programming, capacity-building, advocacy, Facilitation, organize the training, 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 reviewing of project progress timely
- Formation of community forums, policing forums and dispute management committees
- Organise of sporting events, meeting, training and facilitate
- Develop/support to develop training module and plan
- Select and finalise the beneficiaries list of livelihood and social cohesion interventions
- Support to establish women business centers and business planning of LSPs and farmers groups
- Select 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, CiC, clusters, 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.
- 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;
- Ensure project considered mainstreaming of gender and child safeguarding policies, disabilities as the mainstreaming issues that are being addressed

### **Educational Requirements**

Bachelor degree in any subject from recognized university. Related experiences will be given preference.

### **Experience Requirements**

- 2 year(s) relevant experience
- The applicants should have experience in the following area(s):  
Program Officer/Facilitator

### **Job Requirements**

- Strong understanding of Humanitarian assistance in emergencies
- Strong knowledge and understanding of different government structure
- Ability to communicate with people from different cultures and time zones.
- Proficiency in MS Office tools, including Word and Power Point

### **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.*