



URGENT EMPLOYEMENT NOTICE

Caritas Bangladesh (CB) is a national and non-profit development organization operating in Bangladesh since 1967. It has its Central Office in Dhaka and eight Regional Offices in Barishal, Chattogram, Dhaka, Dinajpur, Khulna, Mymensingh, Rajshahi and Sylhet. CB is implementing 87 on-going projects covering 209 *upazila* focusing on six main priorities i.e i) Social Welfare and Community Development, ii) Quality Education, iii) Health Care and Education, iv) Disaster Management, v) Ecological Conservation and Development and vi) Development of Indigenous Peoples.

Caritas Bangladesh (CB) is looking for suitable candidates (men and women) for immediate appointment as well as to prepare panel list for **Community-based Protection Project & Emergency Response Program for Refugees from Northern Rakhine State of Myanmar in Bangladesh and Host Community**.

The details of the positions including job responsibilities, educational qualification and other qualities/competency required for the above positions are given below for your information:

Details of Positions with Required Educational Qualification	Required Experience, Competencies and Responsibility
<p>Position: Mental Health Psycho Social Support (MHPSS) Officer/ Specialist (Female)</p> <p>Number of Position: One (1)</p> <p>Educational Qualification: Masters in a Psychology/Gender Studies/Social Science/Social Work or relevant field</p> <p>Age: Maximum 45 years</p> <p>Consolidated Salary: 60,000 - 70,000 BDT per month.</p> <p>Job location: Field Office under Ukhiya Upazila, Cox's Bazar District.</p>	<ul style="list-style-type: none"> • Minimum 3 years of experience in Women & Child Protection programming. Experience in working in emergency programs strongly preferred. • Knowledge of counseling, SGBV case management and referral pathways. • Experience of developing trainings content on SGBV and MHPSS. • Ability to engage with local and international agencies. • Excellent interpersonal, organizational, communication and training skills. • Able to problem solve and identify resources in the environment. • Computer: MS Word, Internet, E-mails, Excel. • Language: English and Bangla required. Speaking ability in Chattogram local dialect a plus. <p>Major Responsibilities</p> <ul style="list-style-type: none"> • Help develop a detailed strategy. Ensure that approaches are consistent, technically effective, evidence-based and innovative. • Provide technical supervision on protection and SGBV case Management. • Accompany volunteers for counseling and provision of psychosocial support. • Develop training plan on SGBV, MHPSS, and counseling; facilitate sessions, with support of the Protection officer and other resource agencies.

Details of Positions with Required Educational Qualification	Required Experience, Competencies and Responsibility
	<ul style="list-style-type: none"> • Develop community facilitation guide for SGBV prevention session and train staff and volunteers to facilitate the session among men and women. • Understand SGBV referral pathways and all stakeholders involved for case management. • Contribute to developing SoPs for the team in identification of cases and case management. • Ensure project activities, specifically counseling, is implemented in a high-quality manner. • Ensure good coordination with the MHPSS Sector and at field-level with mental Health and Protection agencies. • Ensure confidentiality of the cases reported and follow-up with team. • Report to the Protection Manager on protection trends, strategy for the program and need of support.
<p>Position: Monitoring & Evaluation Officer (Female are encouraged to apply)</p> <p>Number of Position: Two (2)</p> <p>Educational Qualification: Master's degree in Statistics / Economics/ Social Science preferably with honors from any recognized university.</p> <p>Age: Maximum 45 years</p> <p>Consolidated Salary: 50,000 - 60,000 BDT per month.</p> <p>Job location: Field Office under Ukhiya Upazila, Cox's Bazar District.</p>	<ul style="list-style-type: none"> • Minimum 3 years working experience in the similar job in any NGO/INGO. • Excellent data management (collection, entry, analysis and visualization) skills in Microsoft Excel, Access, or similar platforms. Familiarity with analysis software such as Kobo, Comm Care, SPSS, STATA, etc. is a plus. • Strong verbal and written English communication skills. • Strong analytical skills with the ability to detect and report inconsistencies • Knowledge on local language will be given preference. <p>Major Responsibilities</p> <ul style="list-style-type: none"> • Engage with the implementation of project at Rohingya Refugee Camp & Host Community. • Develop questionnaire, arrange field-testing before data collection and devise other materials needed to extract data pertaining to the activities. • Take lead in providing support to upazila for collecting the required data and put mechanism in place for data validation. • Prepare and implement monitoring tool for the project. • Undertake field visit at project area as per demand of the project and make individual plan for collecting data for project monitoring purpose. • Conduct baseline survey, Midline and End line surveys on family profile of the project working/ implementing areas under guidance of Manager (M&E). • Regularly update community based database. • Measure project achievement as per log frame. • Develop a MIS system for the project and prepare monitoring report.

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	<ul style="list-style-type: none"> • Monitor progress and performance of the project activities and prepare monitoring report of Project as and when needed. • Share the periodic progress explaining the key accomplishment and major hurdles across upazila based on the M&E systems developed in the project. This will guide the senior leadership to take appropriate actions. • Provide all the necessary information - analyzed data, success stories and learning for preparing quarterly reports. • Assist in research activities, study/evaluation process, and data compilation and provide necessary support in preparation of study/evaluation report of Project.

Interested candidates meeting the above requirements are invited to apply with a complete CV with the names of two referees (past/present employers), recent photograph, copies of all educational and experience certificates including National ID to the Regional Director of Caritas Bangladesh, Chattogram Regional Office, 1/E, Baizid Bostami Road (Behind Mimi Super Market), East Nasirabad, Panchlaish, Chattogram or at e-mail: rd.cro@caritasbd.org **by 30 May 2019**.

Only short-listed candidates will be called for written test and personal interview. Incomplete applications will not be considered and the organization reserves the right to reject any application or to cancel or postpone the recruitment process for any reason whatsoever.

Caritas is an equal opportunity employer