

Name of Organization: National Development Programme (NDP)

Job Context: NDP, as a reputed non-profit, non-political national organization is inviting applications for the following position from the potential Bangladeshi nationals for implementing 'Enhance Resilience towards COVID and Consequences (ERCC)' in Sirajganj Pourashava and project funded by Climate Bridge Fund (CBF). United Purpose (UP) is the technical partner of the project. Aim of the project is to enhance resilience of the vulnerable communities in urban areas towards COVID 19 and its consequences.

Name of Position: Livelihood Officer

No of Vacancies: 1 (One)

Responsibilities:

- Conceptualize and apply ERCC project objectives and approaches with special focus on livelihood resilience.
- Develop monthly, quarterly and annual plan and ensure effective and efficient implementation of the livelihood related planned activities of the project.
- Support project staff for selecting target beneficiaries using PRA tools and techniques.
- Capacity building of staff for proper facilitation of sessions and meetings with target groups on livelihood and various socio-economic issues.
- Support to develop training module and related training materials for basic training and COVID resilient livelihood recovery plan development.
- Provide training to staff for capacity building on COVID resilient livelihood recovery plan development.
- Facilitate field staff to be able to assist Ensure facilitation of community sessions in order to develop the COVID resilient livelihood recovery plan by the project beneficiaries.
- Develop Business plan, training modules on skill development and income generation activities (IGAs) on the selected trades.
- Ensure organizing and implementing skill development and IGA training to the selected beneficiaries.
- Writing of the training reports.
- Provide regular technical support to the beneficiaries for better management of income generation activities.
- Support to ensure small grant support to the beneficiaries to acquire important tools/ equipment and/or initiate income generation activities.
- Ensure proper use of the small grant by the beneficiaries to acquire important tools/ equipment and/or initiate income generation activities.

- Ensure regular collection of various data and information from the beneficiaries households, especially on economic activities and progress of IGAs.
- Carryout regular field visit and monitor filed progress and report to Project Coordination on regular basis, especially on the livelihood related activities of the project.
- Regular communication with stakeholders and government departments to channel support to beneficiaries and facilitate linkage building.
- Support Project Coordinator (PC) to organize meetings, workshops and other project events.
- Support Project Coordinator to prepare reports by providing livelihood related data and information of the project.
- Prepare monthly, quarterly and annual reports regarding livelihood related activities of the project considering progress and results.
- The Livelihood Officer will be responsible for any other duties deemed appropriate by the project or/and NDP management.

Educational Requirement: Master or Post graduate degree in any discipline. However graduation from agriculture, livestock or similar subject / degree from any recognized university will be given preference.

Experience Requirement: Minimum 5 years experience of working in similar type of project or any livelihood project.

Additional Job Requirements:

- Age below or equal to 42 years
- Working experience senior level project management.
- Working experience on climate change issues will be preferable.
- Commitment towards working for the slum people.
- Having computer knowledge MS word, MS Excel and PowerPoint.
- Having valid driving license.

Salary Range: BDT 35,000/- per month and after 3 months probationary period other benefits as per project budget.

Job Location : Sirajgonj

Applying instruction: Candidates are requested to send the CV with a cover letter to sumaia@ndpbd.org on or before 05 June 2023 or requested to send the CV with a cover letter along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Pourasava/UP and others addressing to the Assistant Director (HR & Admin), National Development Programme-NDP,

Kazi Motiar Rahman Road, Masumpur, Sirajgonj or P.O. Box No-02 on or before 05 June 2023.
Please clearly state the name of the position applied for on the top of the envelope or subject line of the email.

Special Note: *The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. For all the positions female Candidates will be given preferences; only the short-listed candidates will be called for interview.*

Company Information:

National Development Programme-NDP

Address: NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj

Business: NGO