

**Name of Organization:** National Development Programme (NDP)

**Name of Post:** Programme Organizer

**Job Context:** NDP as a reputed non-profit, non-political national organization invites applications for the following position from the potential Bangladeshi nationals for implementing 'Urban Food Assistance' in Dhaka urban area and project funded by World Food Programme (WFP). Aim of the project is to support the food security for households most affected by the COVID-19 crisis in risk low-income urban areas.

**No of Vacancies:** 1

**Job Location:** Dhaka Urban slum (Bhasantek)

**Responsibilities:**

1. Provide follow-up support to the beneficiaries especially to redeem their cash entitlements and purchase nutritious food from the project designated shops through the block technology. Day to day management and operations of all activities in the field.
2. Provide troubleshooting support to the beneficiaries; bKash problem, PIN code, QR Code and any other critical technical issues etc. and maintaining proper documentation in a regular interval through physical verification.
3. Disseminate SBC messages identified as part of the SBCC strategy to encourage the purchase of healthy foods and consumption of healthy diets and entitled cash back through house-to-house visits, phone calls and court yard sessions and receive the feedback of beneficiaries about behavioral change of awareness on nutritious food consumption.
4. Regularly keeping strong monitoring on fixed price list and Liaison with designated shop keeper on keeping nutritious food at their shops to ensure beneficiaries can purchase at a reasonable price.
5. Keeping tracking of Beneficiaries, absenteeism and come back in slum.
6. Prepare case studies and all required reports of the beneficiaries.
7. Organize Donor visit, training, FGD, Court yard session, workshops and different events at the field level according to project demand.
8. Provided monthly report, household visit report, behavioral change status report etc.
9. Maintain strong communication and networking with local government officials for implementing social accountability initiatives.
10. Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
11. Day to day management and operations of all activities in the field.
12. Any responsibilities deemed necessary by WFP and NDP.

**Educational Requirement:** Master or Post graduate degree in any discipline however MPH or Disaster Management or similar degree from any recognized university will be given preference.

**Experience Requirement:** Minimum 4 years experiences in a relevant project. Experience of implementing pilot projects successfully or substantial working experience in operations management in the urban areas will be given preferences.

**Age:** Age below or equal to 40 years

**Additional Job Requirements:**

**Knowledge:**

- Demonstration ability to successfully implement on nutrition projects.
- Current national and global development trends related to urban poverty and urban development.
- Competence in analyzing the social and gender dynamics within urban set up.

- Community organizing and social mobilization.

**Skills:**

- Excellent communication, presentation, organization and negotiation skills
- Skill in documentation, facilitation & reporting
- Strong analytical skills, be gender sensitive, and possess a proven track record of working successfully in a variety of cultural contexts
- Awareness of political processes and protocols
- Leadership and people management; Strategic thinking; and problem solving.

**Competencies:**

Creativity; Result oriented; Integrity; Flexibility; Decisiveness; Adaptability; Teamwork; Self-motivated.

**Salary Range:** Tk. 32,300/= and other project benefits.

**Applying instruction:** Candidates are requested to send the CV with a cover letter to [career@ndpbd.org](mailto:career@ndpbd.org) on or before **28<sup>th</sup> September 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 Assistant Director (HR & Admin), National Development Programme (NDP), SPRING AKATONA, House# 03, Road# 07, Block-C, Section-06, Mirpur-10( Original), Mirpur, Dhaka. (Beside S.S. Indoor Stadium) on or before **28<sup>th</sup> September 2023**. Please clearly state the name of the position applied for on the top of the envelope.

***The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. Women are encouraged to apply; only the short-listed candidates will be called for interview.***

***Only the short-listed candidates will be called for interview.***

**Company Information:**

National Development Programme (NDP)

**Address:** NDP Bhaban, Bagbari, Shahid Nagar, Upazilla : Kamarkhand, District: Sirajganj-6703; web : [www.ndpbd.org](http://www.ndpbd.org)

**Business:** NGO

SPRING AKATONA, House# 03, Road# 07, Block-C, Section-06, Mirpur-10( Original), Mirpur, Dhaka.  
(Beside S.S. Indoor Stadium)