



## Employment Notice

**Date: 29/09/2024**

**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 91 projects covering 201 focusing upazila on eight goals i.e i) Social Welfare and Service of Love for Vulnerable Communities; 2) Ecological Conservation, Climate Justice and Sustainable Food System; 3) Humanitarian Response and Disaster Management; 4) Education, Skill Development and Employment Creation; 5) Health Care, Nutrition and Education; 6) Development of Indigenous Peoples; 7) Integral Human Development; and 8) Institutional Development and Sustainability.

**Caritas Bangladesh (CB)**, Barishal Region, is seeking qualified candidates for immediate appointment to the following positions under the **USAID' Building Resilience and Inclusion in Disaster Governance and Emergencies- Bangladesh" (BRIDGE)** project. These positions are based int Kalapara, Rangabali, Patharghata and Barguna Sadar Upazila, within the Barishal Division.

Details of the positions, including job responsibilities, educational qualification, and required competencies, are provided below for your reference:

SI No	Position	Qualification and Competencies	Major Job Responsibilities
01	<p><b>DRR Specialist</b></p> <p><b>No of Position:</b> 01  <b>Joining:</b> As soon as possible  <b>Age:</b> 30 - 50 years (as on 30/09/2024)  <b>Salary:</b> BDT 70,000/- per month (negotiable for deserving candidate)  <b>Bonus:</b> As per CB policy  <b>Reporting to:</b> Project Coordinator  <b>Job Nature:</b> Contractual/ Temporary  <b>Job location:</b> Project Office at Kalapara Upazila, Patuakhali</p>	<ul style="list-style-type: none"> <li>• Master's in Disaster Management, Environmental Science, or related field from any recognized university.</li> <li>• Minimum 5 years of experience in DRR, disaster preparedness, and risk reduction interventions, preferably in the USAID-funded project.</li> <li>• In-depth knowledge of DRR frameworks and best practices.</li> <li>• Experience in working with local communities and government authorities on DRR initiatives.</li> <li>• Ability to conduct risk assessments, develop DRR plans, and build capacity through training.</li> <li>• Proficient in MS Office, GIS, and other disaster risk assessment tools.</li> <li>• Writing and speaking proficiency in English and Bangla.</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and implement DRR strategies and plans aligned with project goals and objectives.</li> <li>• Lead in risk assessments and hazard mapping to identify vulnerabilities of the disaster affected communities.</li> <li>• Integrate DRR into development and emergency response programs.</li> <li>• Design and deliver capacity-building training on DRR and climate resilience.</li> <li>• Promote community-based DRR initiatives and establish local DRR structures.</li> <li>• Collaborate with stakeholders to implement DRR policies and initiatives.</li> <li>• Monitor, evaluate, and report on the effectiveness of DRR activities.</li> <li>• Advocate for integrating DRR and climate resilience into local and national policies.</li> <li>• Provide technical support during disaster response and recovery efforts.</li> <li>• Facilitate knowledge sharing and develop DRR knowledge products.</li> </ul>
02	<p><b>MEAL &amp; Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Master's degree in Statistics, English, Journalism, Social</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and manage knowledge management systems and materials for the</li> </ul>

SI No	Position	Qualification and Competencies	Major Job Responsibilities
	<p><b>Management Specialist</b></p> <p><b>No of position:</b> 01  <b>Joining:</b> As soon as possible  <b>Age:</b> 30 - 50 years (as on 30/09/2024)  <b>Salary:</b> BDT 70,000/- per month (negotiable for deserving candidate)  <b>Bonus:</b> As per CB policy  <b>Reporting to:</b> Project Coordinator  <b>Job Nature:</b> Contractual/ Temporary  <b>Job location:</b> Project Office at Kalapara Upazila, Patuakhali</p>	<p>Sciences, or related field.</p> <ul style="list-style-type: none"> <li>• Minimum 05 years of experience in MEAL, preferably in the humanitarian or development sector.</li> <li>• Understanding of USAID-MEAL requirements.</li> <li>• Expertise in developing and implementing MEAL frameworks and tools.</li> <li>• Strong data collection, analysis, and reporting skills.</li> <li>• Experience in knowledge management, including documentation and sharing of best practices.</li> <li>• Proficiency in MEAL software (SPSS, STATA, etc.) and MS Office.</li> </ul>	<p>BRIDGE project.</p> <ul style="list-style-type: none"> <li>• Capture and document key learnings, challenges, and best practices of the project.</li> <li>• Create and disseminate knowledge products (e.g., documentaries, newsletters, case studies).</li> <li>• Guide MEAL Officers to collect and analyze data, and reports preparation.</li> <li>• Review project progress, prepare reports, and navigate areas of improvement interpreting the relevant project data.</li> <li>• Prepare and share success stories showcasing the project's impact on vulnerable communities.</li> <li>• Organize knowledge-sharing events at local, regional, and national levels.</li> <li>• Disseminate key insights, best practices, and project outcomes with internal and external stakeholders.</li> <li>• Support the creation of communication materials for advocacy and stakeholder engagement.</li> <li>• Provide training and guidance on knowledge management and MEAL tool usage.</li> <li>• Assist in developing strategies for enhancing knowledge management processes.</li> <li>• Ensure collaboration and communication among staff, partners, and communities..</li> </ul>
03	<p><b>GESI and Protection Officer</b></p> <p><b>No of Position:</b> 01  <b>Joining:</b> 01/12/2024  <b>Age:</b> 30 - 45 years (as on 30/09/2024)  <b>Salary:</b> BDT 55,000/- per month (Negotiable for deserving candidate)  <b>Bonus:</b> As per CB policy  <b>Reporting to:</b> Project Coordinator  <b>Job Nature:</b> Contractual/ Temporary  <b>Job location:</b> Project Office at Kalapara Upazila, Patuakhali</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in gender, social sciences, or related subject.</li> <li>• A minimum of 05 years of experience in GESI-related roles, with a preference for experience working for USAID-funded projects.</li> <li>• Experience in social work, counselling, and psychosocial support in challenging environments.</li> <li>• Exceptional interpersonal and relationship-building skills.</li> <li>• Outstanding communication skills, both written and verbal in English &amp; Bangla.</li> <li>• Proven ability to work collaboratively with diverse teams and stakeholders.</li> <li>• Ability to lead and train teams on gender and social inclusion issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Integrate GESI strategies into all activities of the project, ensuring equitable participation of marginalized groups.</li> <li>• Conduct GESI assessments to identify vulnerabilities and barriers of inclusion.</li> <li>• Develop and implement gender-sensitive and socially inclusive training for project staff and communities.</li> <li>• Establish and maintain protection mechanisms for vulnerable populations, adhering to "Do No Harm" principles.</li> <li>• Monitor and evaluate protection risks, ensuring referral pathways for cases of violence and abuse.</li> <li>• Train staff and partners on GESI, protection, safeguarding, and child protection.</li> <li>• Collaborate with stakeholders to promote inclusive and safe project environments.</li> <li>• Advocate for the rights of vulnerable groups and ensure GESI concerns are addressed.</li> <li>• Track and report on GESI and protection activities, including participation and impact.</li> <li>• Ensure safeguarding protocols and manage</li> </ul>

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		<ul style="list-style-type: none"> <li>• Familiar with MS Office, internet, email, Power Point preparation &amp; presentation.</li> <li>• Knowledge of English &amp; Bangla.</li> <li>• Women are highly encourage to apply.</li> </ul>	<p>protection-related incidents professionally.</p>
04	<p><b>Upazila Coordinator</b></p> <p><b>No of Position:</b> 04  <b>Joining:</b> As soon as possible  <b>Age:</b> 28 - 45 years (as on 30/09/2024)  <b>Salary:</b> BDT 60,000/- (Negotiable for deserving candidates) <b>Bonus:</b> As per CB policy  <b>Reporting to:</b> Project Coordinator  <b>Job Nature:</b> Contractual/ Temporary  <b>Job location:</b> Kalapara/Rangabali/ Patharghata /Barguna Sadar Upazila</p>	<ul style="list-style-type: none"> <li>• Bachelor/equivalent degree in Social Science/Science or any other subject from reputed university.</li> <li>• At least six (6) years' experience in the project management level positions with a particular focus on DRR/DRM especially in coastal context.</li> <li>• Previous work with USAID/BHA funded projects will be treated as special competencies for this position.</li> <li>• Having knowledge on hazards and shocks in the contexts on coastal region.</li> <li>• Good command both in English &amp; Bangla</li> <li>• Basic knowledge on accounting systems</li> <li>• Ability to produce high quality reports in English</li> <li>• Evidence of having undertaken similar assignments.</li> <li>• Ability to travel extensively to working locations and willing to stay at field.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate and implement all project activities at Upazila level in line with project goals and objectives.</li> <li>• Monitoring and supervise the project activities and smooth implementation as per Plan.</li> <li>• Supervise Upazila team and extend supports for troubleshooting.</li> <li>• Strengthen the linkage between government and local nongovernmental organization (NGOs), DRM structures (WARD to Union) charged with taking forward.</li> <li>• Progress monitoring through regular field visits.</li> <li>• Support the Accounts officer with fund requirements, financial reporting and compliance.</li> <li>• Supervise and check the quality of work/deliverables of the union supervisors as well as other Upazila level staff.</li> <li>• Support team members on ways to properly document, organize and capture progress of the project.</li> <li>• Lead technical personnels and MEAL Officer to prepare monthly, quarterly and annual progress report</li> <li>• Ensure timely reports submission to Project Coordinator.</li> <li>• Facilitate documentation, knowledge management and dissemination of reports relating to training, workshops, surveys, dialogue, events.</li> <li>• Support Upazial team to develop and plan coordination processes as an advocacy tool between community, private sector and the government through the local service provision approach.</li> <li>• Ensure consent/approval of CfW/For Work schemes/activities from the respective government authority as per SoPs, CB/CRS and donor compliance.</li> <li>• Ensure donor compliance across all activities including CfW/For Work and DRR/LEW activities.</li> <li>• Ensure program quality (PQ) aspect</li> </ul>

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			<p>following standards, guidelines, and policy.</p> <ul style="list-style-type: none"> <li>• Ensure that the relevant compliance, statutory rules and regulations, standard and applicable policies are followed.</li> <li>• Carry out any other tasks assigned by the authority.</li> </ul>
05	<p><b>Livelihood &amp; Market Linkage Officer</b></p> <p><b>No of Position:</b> 04  <b>Joining:</b> 1/12/2024  <b>Age:</b> 25 - 45 years (as on 30/09/2024)  <b>Salary:</b> BDT 45,000/-per month (negotiable for deserving candidates)  <b>Bonus:</b> As per CB policy  <b>Reporting to:</b> Project Coordinator  <b>Job Nature:</b> Contractual/ Temporary  <b>Job location:</b> Kalapara/Rangabali/ Patharghata/ Barguna Sadar Upazila</p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Agriculture/Animal Husbandry/Veterinary Science or related field.</li> <li>• Minimum five years of work experience within development sector focused on agriculture &amp; market linkage.</li> <li>• Technically sound in designing of training module on agriculture and livestock rearing.</li> <li>• Prior experience working on Farmer Field School</li> <li>• Good facilitation skills</li> <li>• Good in written and spoken English and Bangla.</li> <li>• Report writing skills</li> <li>• Data analysis</li> <li>• Computer and internet literacy</li> <li>• Must have Interpersonal Skills (Leadership, Communication, Presentation, Teamwork)</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate CLDRM exercises for crop calendars and livelihood diversity mapping.</li> <li>• Assist with value chain studies and develop climate-smart training manuals.</li> <li>• Conduct capacity-building training on disaster-resilient crops, organic farming, and vermicomposting.</li> <li>• Select farmers for demonstrations, distribute seeds, and provide technical support.</li> <li>• Provide technical supports to run Community Farmers Field Schools, maintaining liaison with DAE.</li> <li>• Connect farmers with government services and market systems.</li> <li>• Develop micro-entrepreneurs and foster market linkages.</li> <li>• Train farmers on improved poultry rearing and select/train local vaccinators.</li> <li>• Support poultry farmers in accessing government services and market linkages.</li> <li>• Organize livestock and agriculture fairs with local stakeholders</li> <li>• Develop IEC materials and ensure livelihood and market linkage activities as per the DIP.</li> <li>• Maintain strong relationships with government departments, local elites, and communities.</li> <li>• Lead beneficiary selection for disaster-resilient practices and conduct post-distribution monitoring.</li> <li>• Prepare reports, presentations, and case studies for MEAL and external stakeholders.</li> <li>• Support external visits, address recommendations, and frequently travel to project sites.</li> <li>• Train and guide the field team in protecting and improving livelihood assets.</li> <li>• Perform additional duties assigned by the Upazila and Project Coordinators.</li> </ul>
06	<p><b>DRR &amp; SILC Officer</b></p> <p><b>No of Position:</b> 04  <b>Joining:</b> 01/12/2024  <b>Age:</b> 25 - 45 years (as on 30/09/2024)  <b>Salary Range:</b></p>	<ul style="list-style-type: none"> <li>• Bachelor's degree in Disaster Management/ Environmental Science/ Social science, or related field.</li> <li>• At least 3 years of professional experience in</li> </ul>	<ul style="list-style-type: none"> <li>• Support the implementation of DRR and SILC (Savings and Internal Lending Communities) activities.</li> <li>• Lead CLDRM assessments, RRAP development, and cash-for-work micro projects.</li> <li>• Strengthen early warning systems, organize</li> </ul>

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07	<b>Sr. Account Officer</b>  <b>No of position:</b> 01 <b>Joining:</b> As soon as possible <b>Age:</b> 30 - 45 years (as on 30/09/2024) <b>Salary:</b> BDT 70,000/- per month (negotiable for deserving candidate) <b>Bonus:</b> As per CB policy <b>Reporting to:</b> Project Coordinator <b>Job nature:</b> Contractual/ Temporary <b>Job location:</b> Project Office at Kalapara Upazila, Patuakhali	<ul style="list-style-type: none"> <li>• Master's degree in Accounting, Finance, or related field.</li> <li>• Minimum 05 years of experience in financial management, preferably in in development projects, preferably DRR projects.</li> <li>• In-depth knowledge of accounting principles, financial reporting, and budgeting.</li> <li>• Experience working with accounting software (e.g., Tally, QuickBooks).</li> <li>• Strong analytical and problem-solving skills in financial matters.</li> <li>• Ability to manage audits and donor compliance.</li> <li>• Proficiency in MS Office, especially Excel, and fluency in English and Bangla.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee and supervise all accounts and financial activities of the project under the guidance of the Project Coordinator.</li> <li>• Prepare, maintain, and manage monthly fund requisitions, budgets, financial accounts, inventory, and asset registers.</li> <li>• Manage and control all financial matters, including receipts and disbursements.</li> <li>• Supervise daily cash/bank transactions and review bills and vouchers for approval and payment.</li> <li>• Provide training on financial management to project staff, especially the Accounts Officer.</li> <li>• Ensure coordination between field offices regarding accounts and revolving funds.</li> <li>• Collaborate with project staff on financial matters to ensure seamless operations.</li> <li>• Supervise and evaluate the performance of accounts department staff.</li> <li>• Safeguard important financial documents and accounts records.</li> <li>• Perform any other financial duties as assigned by project authorities.</li> </ul>
08	<b>MEAL Officer</b>  <b>No of Position:</b> 04 <b>Joining:</b> As soon as possible <b>Age:</b> 25 - 45 years (as on 30/09/2024) <b>Salary:</b> BDT 45,000/- per month (Negotiable)	<ul style="list-style-type: none"> <li>• Bachelor's degree in Statistics/Economics/Social Science or related subject from any recognized university.</li> <li>• Minimum 5 years of working experience in the similar role within the development project, preferably USAID-</li> </ul>	<ul style="list-style-type: none"> <li>• Under supervision of Project Coordinator in close coordination with Upazila Project Coordinator and field team members, the incumbent will be responsible on overall data collection, analysis, interpretation, documentation, preservation, and reporting of the project activities at Upazila level.</li> <li>• S/he will regularly follow up all planned activities, share findings and recommend for</li> </ul>

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09	<b>Accounts Officer</b>  <b>No of Position:</b> 04 <b>Joining:</b> As soon as possible. <b>Age:</b> 25 - 40 years (as on 30/09/2024) <b>Salary:</b> BDT 45,000/- per month (negotiable for deserving candidates) <b>Bonus:</b> As per CB policy <b>Reporting to:</b> Project Coordinator <b>Job Nature:</b> Contractual/ Temporary <b>Job location:</b> Kalapara/Rangabali/ Patharghata /Barguna Sadar Upazila	<ul style="list-style-type: none"> <li>• B.com. degree in Accounting, Finance, Economics, and Business Administration is required. Courses in accounting, or a qualification in accounting (CPA/ACCA or equivalent) is preferable.</li> <li>• Minimum of 03 years accounting experience, preferably with an international or local NGO, or a financial/banking institution is required</li> <li>• Familiarity with the relevant USAID and other public donors' regulations a plus.</li> <li>• Proficient in Excel and experience with Word and PowerPoint. Knowledge of Oracle financial accounting package or similar financial reporting software a plus.</li> </ul>	<ul style="list-style-type: none"> <li>• Manage budget forecasts, financial control, and salary processing.</li> <li>• Maintain cash book, ledger, petty cash, and handle VAT/tax calculations.</li> <li>• Process and verify bills, vouchers, and vendor payments for project events.</li> <li>• Prepare monthly expenditure reports and submit vouchers to the Regional Office.</li> <li>• Oversee financial audits and address auditor inquiries.</li> <li>• Support preparation of event budgets, purchase requests, and financial documentation.</li> <li>• Ensure compliance with financial regulations and update procedures as needed.</li> <li>• Present financial reports, challenges, and recommendations in quarterly/six-monthly meetings.</li> </ul>
10	<b>Field Engineer</b>  <b>No of Position:</b> 04 <b>Joining:</b> 01/01/2025 <b>Age:</b> 25 - 40 years (as on 30/09/2024) <b>Salary:</b> BDT 45,000 per month (negotiable	<ul style="list-style-type: none"> <li>• Diploma/BSc in Civil Engineer.</li> <li>• Minimum 3 years' relevant working experience.</li> <li>• Familiar with MS Office, internet, email, Power Point preparation &amp; presentation.</li> <li>• Speaking and writing proficiency in English and</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Build Back Safer (BBS) technique in recovery, rehabilitation, and reconstruction works of the project at Upazila level, with the direction and technical supports of Technical Advisor.</li> <li>• Train carpenters and masons from targeted community, using local materials to maintain homes.</li> <li>• Ensure shelter improvements and</li> </ul>

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The selected candidates will be appointed on a temporary or contract basis for the project period, initially for one year of two year's project through August 2026. If you believe you are the right fit for any of the above-mentioned positions, you are encouraged to apply online by **09/10/2024 (October-09, 2024)** at the following link: <https://caritasbd.org/career/job-career/>. For assistance in registering your CV in our Job Bank, please watch the tutorial available here [https://www.youtube.com/watch?v=vTG0nU\\_NRSY](https://www.youtube.com/watch?v=vTG0nU_NRSY). Candidates who are currently employed with Caritas Bangladesh and meet the qualifications for the post must apply through the proper channels with approval from their respective Project, Regional, or Central Management. Only shortlisted candidates will be contacted for the next steps, which include a written test and a personal interview. Please note that incomplete or disqualified applications will not be considered. Caritas Bangladesh reserves the right to reject any application or to cancel or postpone the recruitment process at any stage without prior notice. Applicants are encouraged to visit our official website [www.caritasbd.org](http://www.caritasbd.org) or follow us on Facebook at [https://www.facebook.com/ Caritasbangladesh2016](https://www.facebook.com/Caritasbangladesh2016) to learn more about our organization and ongoing projects.

**Important Note:**

Any attempt at personal contact or persuasion during the recruitment process will automatically disqualify the candidate. Caritas Bangladesh is committed to recognizing the personal dignity and rights of all individuals we work with, particularly vulnerable groups, regardless of gender, race, culture, or disability. We conduct our

programs and operations in a manner that ensures the safety and protection of the children, young people, and vulnerable adults we serve. Caritas Bangladesh has a zero-tolerance policy towards violence or abuse, including sexual exploitation or abuse, whether perpetrated by employees or any affiliates involved in our work. We adhere strictly to our safeguarding policies and follow recruitment practices aligned with these principles to ensure the safety of all beneficiaries.

**Caritas is an inclusive and equal opportunities employer.**