Concern Universal, Bangladesh

Job Description

**‘Disaster Risk Reduction through strengthening of CBOs and improved on-farm water management in coastal communities in Bangladesh’**

1. **Job Title:**  Project Officer - CBO Development
2. **Grade**: CUB Grade III – C
3. **Project Duration:** January 2015-September 2015
4. **Reportable to**: Head of Organization Development and Education Unit

**5. Position Rationale**:Community development is a process whereby those who are marginalised and excluded from society are enabled to gain self-confidence and to join with others. They are encouraged to participate in actions to change their situation and to tackle the problems that face their community especially Disaster Risk Reduction. Project Officer, CBO Development will work for empowering the communities through facilitating the actives participation of people in addressing issues that affect them collectively. It will be done in a variety of contexts in specific partnership with CBOs and local authorities. He/she will work closely with Project Manager, M&E Officer, Project Engineer and respective PNGOs.

1. **Location(s) of Job**: Kalapara Upazila, Patuakhali District with regular travel to project area.
2. **Responsibilities:**

***Project Implementation:***

* Engage with the project implementation process with the partners accordingly provides technical supports;
* Provide support the Project Manager to develop project planning, implementation guidelines and modalities, awareness raising activities’ modules development, organizing and conducting training/orientation/workshop;
* Maintaining coordination, advocacy and lobby with CBOs, WMGs, UDMCs, WMAs, BDWB and LGIs;
* Monitor and provide support on CBOs on going activities performing by their own initiatives for reducing the disaster risks;
* Engage at grass root level project activities’ overall implementation with the respective partners;
* Support and participate in the documentation of project activities at local and national including lessons learnt and best practices;
* Liaise with other NGOs, relevant government agencies and in the preparation and implementation of the policy and advocacy initiatives.

***Monitoring and Evaluation:***

* Monitor the works according to the design and agreement in a timely manner. In case of any deviation as well as quality question in works/ infrastructure development, provide on time guidance for ensuring quality;
* Participate in assessments and project evaluations as necessary according to project set objectives;
* Organize feedback mechanism for beneficiaries through meetings, regular focus group discussions, etc. to assess impact and quality of activities;
* Report any concern regarding quality of activities, misuse of resources or funds in a timely and confidential manner.

***Representation and Coordination*:**

* Develop/maintain strong working relationships with relevant stakeholders at local level especially CBOs, WDMCs, UDMCs UzDMCs, WMGs, WMAs, and shelter management committees;
* Participate actively in/organize partners’ joint initiatives in implementation areas;
* Represent CU in all relevant forums and enhance coordination at local level.

***Communication/Visibility***:

* Ensure project material, partner’s staff in compliance with CU and donor’s visibility rules;
* Promote Concern Universal including materials, logo in all communication and establishment according to CU’s visibility guideline.

***Others:***

* Comply with Concern Universal’s policies and practice with respect to protection of children and vulnerable adults and other relevant policies and procedures;
* Perform other duties as required by the CU management.

***This job description may be reviewed at any time according to the needs of the organisation***.