



CENTRE FOR DISABILITY IN DEVELOPMENT

Equal opportunities and full participation for persons with disabilities in all spheres of life

Date: August 13, 2024

Vacancy Announcement

Name of Position: Community Officer

Job Context:

The Centre for Disability in Development (CDD) is a not for profit organization established in 1996 to develop a more inclusive society for persons with disabilities. CDD simultaneously builds technical capacities of the development stakeholders and the communities in how to be more inclusive whilst also enabling persons with a disability to participate in society by strengthening their leadership and providing them with essential rehabilitation and other supports.

CDD is one of the most renowned organizations in the field of disability-inclusive development. CDD's work in Bangladesh is supported by international and national donor agencies/development partners. CDD offers an inclusive, amicable, and respectable work environment.

The Ramon Magsaysay Award (Asian version of the Noble prize) has been awarded to its Executive Director in 2010. In 2018, CDD was recognized by the Government of Bangladesh as one of the best organizations working on disability and development issues.

CDD is planning to recruit one 'Community Officer' for the project named 'Inclusive Specialized Services for Vulnerable Persons including Persons with Disabilities in Cox's Bazar Rohingya Camps and Host Communities (Phase 2), Y-3' supported by HI. This position is one of the most important for the field team at the Rohingya camp level. S/he provides direct support to beneficiaries and coordination with different stakeholders at the camp level and works closely with Project Team members. The Community Officer primarily responsible for the implementation of his/her project, ensuring the optimal quality and the impact of the project. S/he works closely with the programme technical team.

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| Name of the Position | Community Officer |
| Job Location | Ukhiya/Teknaf, Cox's Bazar (Rohingya Camp & Host Community) |
| Workplace | Field-based in different project locations. |
| No. of Vacancies | 02 (Two) |
| Job Nature | Contractual |
| Duration of the Contract | Till August 31, 2025. Might be extended subject to approval of funding agency. |
| Salary | 45,000.00 BDT. (Monthly) |
| Other Benefits | Weekly 2 Holidays, Prorata basis Festival Bonus, Limited life and health Insurance |
| Age Limit | 25-45 Years |

Educational Requirement:

- Bachelor's Degree in Social Science, Sociology or any others relevant disciplines from UGC Approved University/ Institutions.

Required Competencies and Experiences:

- At least 1-2 years of experience needed in the field on community engagement
- Previously working with any local or International NGO
- Excellent facilitation and Communication skills.
- Ability to work independently within a Team
- Ability to work under specific deadline



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- Persons with disabilities and Gender sensitive
- Familiar with humanitarian principle

Special Skills Required:

- Ability to communicate in a courteous and professional manner with project stakeholders
- Good written & spoken communication in English and Bengali.
- Excellent in time management and ability to take on multi-tasks.
- Positive and professional attitude, including ability to lead and work well in a team setting
- Excellent interpersonal skills and high levels of cultural sensitivity is highly desirable.
- Team Working, planning and organizing
- Ability to plan, organize and execute events effectively
- Willingness to undertake extensive field trip
- Positive and professional attitude, including ability to lead and work well in a team setting
- Computer literate, including Microsoft Word and Excel
- Considering the humanitarian setting is mentally prepared to work for long hours and if necessary during holiday.
- Assist programme intervention in the camp level according to the project work plan
- Basic skill on communicating by email and data entry.

Brief Job Description:

- Contribute to planning and preparing activities, tools, and the associated resources, and implement the action plan in conjunction with the support services and the technical unit.
- Ensure that activities are implemented and that resources are correctly allocated as authorized by the project operations manager.
- Ensure regular reporting of activities, and contribute to the internal and external reporting as requested by the project Operations manager.
- Contribute to identifying areas of the project in which adjustments are required and put forward adaptations to the project operations manager.
- Contribute to the drafting of amendment requests when asked by the project operations manager.
- Contribute to coordination with the local stakeholders
- Ensure that project documents and information are properly archived.
- Contribute to project monitoring, specifically activity progress indicators and the expected outcomes.
- Contribute to project evaluations at the request of the project operations manager, and ensure that project evaluation recommendations are followed.
- Contribute to the setup and smooth running of accountability mechanisms.
- Contribute to project learning.
- Ensure that the appropriate data collection and management tools are in place and are used correctly on the project, in line with CDD's and Donor standards.
- Collect and compile project-related data in the relevant database in coordination with MEAL officer
- As authorized by the project operations manager, facilitate coordination meetings between the project teams and the community volunteers located in the project area when necessary.
- Ensure that the project teams and the support teams (shared and technical services, in particular) work well together in order to facilitate the implementation of the project.
- Contribute to CDD's external influence by taking part in networks, when required.
- Communicate about the project to donor, authorities, and stakeholders when relevant.

Additional responsibilities:

- Perform any other responsibility/ special duty delegated by project and CDD management.



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Special Instruction for Job Seekers:

CDD respects rights and dignity of all human beings including children, women, older persons, all sex, indigenous community and persons with disabilities. CDD complies with its child and vulnerable adult safeguarding policy and code of conduct. All staff of CDD must sign and adhere to this code of conduct.

Persons with Disabilities, Women and candidates from indigenous communities meeting the requirements are especially encouraged to apply.

CDD reserves the right to initiate interviews and the selection process with the aim of identifying an appropriate candidate as quickly as possible. Only short-listed candidates will be called for an interview. All applications will be treated according to the merit and with strict confidentiality.

You are cordially requested not to apply if the salary range, job location, contract duration and other terms and conditions mentioned in the advertisement does not match your expectation.

CDD is an equal opportunity employer. Any form of personal persuasion, e-mail or phone call will result in disqualification of candidature.

Selected candidates will have to go through a rigorous reference and background checking process.

How to Apply:

Qualified and interested candidates are requested to submit their application with an updated resume and a cover letter to this E-mail address: recruitment.cdd01@gmail.com on or before **August 19, 2024**. Please mention the name of the position properly in the email subject line.

Note that: *The appointment will be subject to final approval from the donor side.*