



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: Protection 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 'Protection 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. The candidate provides direct support to beneficiaries at the camp level and works closely with Project Team members. S/he will ensure the special needs, including protection, MHPSS/PSS and related services. Work in close collaboration with the Project team and other members of the team to ensure an effective communication, ensure timely and quality follow-up of service provision, in line with the general guidelines on timing and frequency associated with a risk assessment.

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| Name of the Position | Protection 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 | 66,000.00 BDT. (Monthly) |
| Other Benefits | Weekly 2 Holidays, Prorata basis Festival Bonus, Limited life and health Insurance |
| Age Limit | 25-45 Years |

Educational Requirement:

- Master's degree in social science / Master's of Law (LLM) / Development studies / Gender studies/ Refugee studies or any other relevant disciplines from UGC Approved University/Institution.

Required Competencies and Experiences:

- At least 2-3 years working experience in emergency and/or development context
- Preference will be given to those working in Rohingya camps settings



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- Excellent facilitation and Communication skills.
- Ability to work independently within a Team
- Ability to work under specific deadline
- Persons with disabilities and Gender sensitive
- Familiar with humanitarian principles

Special Skills Required:

- Ensure that staff and the beneficiaries have appropriate knowledge and understanding of the protection activities.
- Support the line manager in developing Protection related awareness materials to child protection and rights women right and protection rights and protection of persons with disabilities.
- Liaison with government authorities key humanitarian actors and UN agencies as appropriate to obtain maximum benefit and efficient use of resources in the implementation of activities.
- Provide support in the identification and screening of person of concern with specific needs including person with disability by door-to-door visit.
- Ability to prepare quality / standard report and presentation.
- Good knowledge and clear understanding on Rohingya refugee / host community programmes.
- Proficient knowledge of standard computer software if possible.
- Pro- active with an ability to think analytically, identifying opportunities.
- Ability to problem solve and good decision-making skills
- Ability to work in challenging environments.
- Excellent communication skill in both Bengali & English.

Brief Job Description:

- Ensure the special needs, including protection, MHPSS/PSS, Physical and Functional Rehabilitation, and basic health care are internally referred and link with others service providers.
- Work in close collaboration with the Project team and other members of the team to ensure an effective communication, ensure timely and quality follow-up of service provision, in line with the general guidelines on timing and frequency Association with a risk assessment.
- In collaboration with the team, participate in establishing movement plan for community volunteers, community Mobilizer and ensure on the job coaching of volunteers regarding in the identification of protection risk.
- Conduct field visits to meet with person of concern within the community in need of internal and/or external services.
- Safely conduct internal referrals for Rehabilitation, PSS/MHPSS, basic health care and medical support, and/or external referral to other specialized services to specialized actor and needs including shelter, Wash and Food Assistant etc.
- Regularly follow up the assigned cases to gather feedback on services provided to ensure all services are provided;
- Organize and conduct awareness raising activities, FGD and information sessions on inclusion and protection related issues;
- Organized and support community-based group through participative approach to promote community-based protection, building their capacity and support them to develop community initiative.
- Contribute to building positive relationships within the community including with community leaders and other external stakeholders;
- Ensure information dissemination about services available to empower persons of concern and facilitate participation in decision-making;
- Work in close collaboration with project team to ensure the quality of services.



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- Facilitate timely, appropriate and confidential referrals to specialized mental health care or other needed services when needed using the established referral pathway in their area of working.
- Report any violation including PSEA to the CDD authority or Project supervisor.
- Keep Daily record and make weekly, monthly and Quarterly Report of the protection related data.
- Monitor protection monitoring process through tracking, recording and compiling protection incidents as reported through Daily updates from volunteers and beneficiaries
- Ensure case are documented safely through Mobile data and other data collection methodology.
- Identify and network with external services providers to reinforce referral mechanism.
- Establish and maintain positive and efficient relationship with target beneficiaries, local governments, community members and all the other actors.
- Participate in protraction and/or coordination meeting with other stakeholders upon request of the team manager.
- Ensure compliance with CDD technical standards and Code of Conduct.
- Ensure PSEA and Child Safeguard standards are upheld.

Additional responsibilities:

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

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.***