



Date: November 20, 2024

## Vacancy Announcement

### **Name of Position: Field Coordinator**

#### **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 now recruiting for the position of 'Field Coordinator' under the 'Promoting regional approaches to inclusive and gender-responsive disaster risk reduction and climate change adaptation in South and Southeast Asia' to be implemented with the support of Arbeiter-Samariter-Bund (ASB). The duration of the project is till 31<sup>st</sup> August 2027.

<b>Name of the Position</b>	<b>Field Coordinator</b>
Job Location	Sarankhola, Bagerhat
No. of Vacancies	01 (one)
Job Nature	Contractual
Salary	45,000 Tk (Monthly)
Other Benefits	Weekly 2 Holidays, Prorata basis Festival Bonus

#### **Educational Requirement:**

- Minimum 4 years Bachelor degree in any discipline, preferable in Management, Social Sciences, Development Studies or any other relevant area

#### **Work Experiences:**

- Minimum 5 years

#### **Desired Requirement:**

- Experiences to focusing on Disaster Risk Management or Climate Change or alternative Livelihood, IGA etc.



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- Excellent communication, interpersonal, and reporting skills are essential.
- An understanding of the practical realities and cultural dimensions of working in the assigned location.
- Ability to work as part of a team in a remote area and challenging environment.
- Have a valid motorcycle driving license.
- Good understanding on monitoring frameworks and tools.
- Proficient user of Microsoft Office suite including Word, Excel, and Power point
- Excellent planning, organizational and time management skills, able to work well under pressure both proactively and reactively and priorities a challenging workload
- Ability to work independently and as part of a team
- Excellent verbal and writing communication skills in English and Bangla Language
- Commitment to diversity and inclusion.
- Ability to work independently with minimal supervision and to produce outputs within tight deadlines in a very busy environment.

## **Brief Job Description:**

- Develop and coordinate field level operations to ensure adequate and efficient service delivery to project participants.
- Coordinate the training and capacity enhancement of persons with disabilities, their organizations, disaster management committees, volunteers, mainstream DRR and CCA practicing organizations etc.
- Prepare monthly, quarterly work plan and activity reports of the project for the organization.
- Support the most at risk people on developing their alternative livelihood plan, executing innovative and climate sensitive approaches in livelihood interventions and creating sustainable market linkages.
- Collect change stories and prepare event reports in due time
- Ensure proper supervision, coordination and monitoring in the field
- Participate in different level GO-NGO coordination forums and advocacy process.
- Organize diversified outreach events in the project location such as; mock drills, simulations, street dramas and multiple day observations on different issues as; Disability, DRR, CCA, Environment etc.
- Ensure proper utilization of budget and prepare bill vouchers of all expenses
- Establish and maintain good relations with local stakeholders including government and non-government organizations especially with OPDs, like minded organization and DRR & CCA practicing NGOs.
- Represent CDD when liaising with government authorities, local authorities, and other organizations in the project area
- Maintain regular communication with Project Manager / CDD head office
- Ensure safeguarding of women, children and Adult-most-at-risk.

## **Safeguarding Responsibilities:**

- Adhere to CDD's Children and Adults at Risk Safeguarding policy, ensuring the safety and well-being of all project participants.
- Promote a safe and secure environment for all participants and stakeholders of the project.



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- Report any safeguarding concerns promptly and follow the designated reporting procedures.

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: [cddjobsac@gmail.com](mailto:cddjobsac@gmail.com) by **November 27, 2024**. Please mention the name of the position properly in the email subject line.