

Mahideb Jubo Somaj Kallayan Somity (MJSKS)

No. of Vacancies: 02 (Male & Female)

Technical Officer-Governance & Youth (TO-G & Y)

Apply Eligibility: Inhabitants of Rangpur Division only.

Under SHOUHARDO III Program

Funded by: USAID & GOB.

Supported by: CARE Bangladesh

Job Nature: Full-time

Job Summary

The Technical Officer (Gov & Youth) is mainly responsible for capacity building through providing training and regular on the job support to the Field Trainers (FTs)- G&Y to better understand the SHOUHARDO III Program goal, purposes, strategies, technical modules and guidelines, and be able to implement activities in an integrated and qualitative manner to achieve sustainable results. S/he will maintain functional relationship with the concerned LEBs, NBDs, NGOs and private sector actors and will attend relevant meetings and workshops to explain the program. The TO will be responsible to link the communities with the local government particularly the UPs and relevant government service departments, NGOs and private sector actors. S/he will make regular field visits, monitor progress and will solve the problems. Planning activities and synchronize targets for Governance and Youth activities and supports the grading exercise for producer and youth groups. Support Upazila Coordinator (UzC) to prepare yearly and monthly/bi-monthly plans (Upazila, union and villages) for implementation and monitoring activities and preparing cash call Support UzC to revise mid-year activity plan Prepare Life Skills Training Gantt chart and support Field Trainer-G&Y to prepare training plan Support Field Trainer to mobilize employability youth and conduct quality life skills training for the employability youth. Identify appropriate high schools with high PEP adolescent girls and boys and where dropped out students are high for facilitating the adolescent club. Support selected schools for identifying teachers, who are interested to form and run adolescent club in schools Support FT-Youth to mobilize unmarried and drop out 15-17 age adolescent girls and boys for facilitating Girls VSLA+ and boys club reaching towards their future goal. Support FT to prepare session plan for adolescent/youth groups and conduct quality session with them Conduct orientation to school management committee of the selected schools for facilitating adolescent club. Support FTs, Volunteers and VDC/Producer Group Leaders (PGLs) to prepare work plans ensuring integration and sequencing of activities Builds capacity of FTs, Volunteers and VDC/PGLs to effectively implement and observe progress of activities Provide training to FTs and Volunteers on strategies, technical areas, integration, quality implementation and observation of progress. Provide on the job support to FTs through accompaniment in the field. Monitor quality of Life skills training facilitation for the youth and adolescent groups Orient Field Trainer on the process to conduct the issue based discussion action, plan and implementation by the youth group to strengthen their communication, negotiation and problem solving skills. Ensure support to Field Trainers in developing capacity of VDC, Youth and producer group leaders. Provide training to FTs-G&Y and producer group leaders on strategies, technical areas, integration, quality implementation and observation of progress etc. Conduct regular monitoring and follow up the progress and result at participant's level and identify gaps to farther improvement. Respond to FTs day to day issues/needs. Attend BLSM to discuss progress, challenges, learning and provide necessary guidance on governance and youth issues. Assure integration and quality of governance & youth interventions including mobilize Union Parishad and NBDs in order to strengthen relevant services for the PEPs through field visit. Sample check on Volunteers and FTs actions in adherence to required skills and guidelines on governance and youth interventions. Take necessary steps to improve the skills of FTs, Volunteers and VDC/Para leaders on the identified areas. Assess effectiveness of the strategies and guidelines and recommend any changes to TMs/STCs. Regular monitor the schools club activities like Peer leaders training by trained teachers, peer leaders session with the clubs members, and action plan. Identifies and builds internal and external networks for grassroots advocacy and lobby especially with LEBs and NBDs. Represent in different networks and alliances. Lobby with and linkage with district/Upazila level government and NGO officials, and other relevant actors as appropriate. Advocacy for Khas land, WASH services and child

health issues at Union and Upazila level i.e USCC. Collect innovative ideas and share with UCs, TM & STCs for implementation. Support to collect data for study on School based adolescent club intervention and share with others. Support program learning, Reporting and Other Ad-hoc activitiesSupport preparation of quarterly and ARR reportsPrepare success story/case studies and other reports as appropriateAttend different meetings and workshopsParticipates in union level program team coordination and planning events to ensure that groups are supported in a coherent manner. Be present in monthly work planning with UCs for all TOs Ensure collaborative approach with other TOs Support as appropriate the work of other TOs. Supports UCs and PMs in organizing PACC meetings at the Upazila level with pro-poor agenda based on the ground truth. Reports on monthly basis on key activities implemented each month to the UCs using provided formats and tools Engages with other TOs in order to identify gaps from their ends in public service provision and troubleshoot as required

Qualifications and other requirements .

Masters in Social Science/political Science or any other relevant disciplines with minimum of 5 years relevant working experience. Working experience with local government and Nation Building departments such as Agriculture, Livestock, Health and Family planning Computer skills Ability to maintain liaison with the district and Upazila level government officials like; DD- Agriculture, DD-Livestock, Upazila Health and Family planning Officer, A/C-Land, UNOs etc. and also elected representatives. Experience in working with the multi-interventions program. Good verbal and written communication skills in English and Bangla.

Should have Motor cycle valid driving license. Place of assignment – respective supervisor Upazila Coordinator and closely works with TO-G&Y, TO-O_LH& FI and TO- AL & Resilience, M&EO, TO-M&E, Finance Officer, Program Officer as well as indirect/directly communication with Program Manager.

Reportable to: Upazila Coordinator, SHOUHARDO III Program

Working Place: Rajarhat, Rajibpur Upazila under Kurigram district.

Salary: 30.075/-

Job Source: Bdjobs.com Online job posting

Apply Instruction

Interested candidates are requested to apply with a complete CV with cover letter, Mobile no, copy of educational certificates, experience certificate, 2 copies of passport size photographs National ID, name and address of two references (whom job in reputable NGOs) Email address & Mobile no, to the following address: **Advertiser, Post box no-03, Main Post Office, Kurigram-5600 or mjsks.hrd@gmail.com**. The selected candidate should have to join immediately upon the appointment. Any form of persuasion will be considered as disqualification. *Women are encouraged to apply*. Can apply only the inhabitant of Rangpur division.

Application Deadline: 29 November, 2018.

Company/Organization Information MJSKS

Address: Post Box: 03, Main Post Office, Kurigram-5600. or email address.mjsks.hrd@gmail.com

Web :www.mjsks.org