

MahidebJuboSomajKallayanSomity (MJSKS)

No. of Vacancies: 04 (Male &Female)

Technical Officer for Off-farm Livelihoods & Financial Inclusion (O_LH &FI)

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 for Off-farm Livelihoods & Financial Inclusion (O_LH &FI) is responsible for capacity building of the FT (O_LH &FI), and providing them on the job support and concerned Community Leaders to better understand the SHOUHARDO III Program goal, purposes, strategies, field modules and guidelines etc., and be able to implement activities in an integrated, qualitative and sustainable manner. S/he will guide the FTs to prepare and implement their work plans. The TO-OF&V will be responsible to link the communities with the relevant government, NGO and private sector actors. S/he will also make sample checks of the FTs' works to ensure integration, quality implementation and impact of program activities in the field. Planning activities and setting targets for off farm livelihood and Financial Inclusion SupportUpazila Coordinator (UC) to prepare yearly, quarterly and bi-monthly/monthly plans (district, upazila, union and villages) for implementation, monitoring activities Support UC to revise mid-year, quarterly and monthly activity plan Prepare own work plan Support FTs and community leaders to prepare work plans ensuring integration and sequencing of activities Develop yearly Detail Implementation Plan, budget and Implement activities. Identify villages and areas for new intervention like formation of youth girls, men and mothers VSLA plus as per the setting criteria. Identify the potential connection areas for different youth group jointly with FT and others. Identify skills based potential employer in the areas (Union, Upazilla district and divisional level) and make plan for conducting regular meeting withthem Coordinate with I&EO& extend support in preparation of environmental management action. Build FTs and community leader's capacity to effectively implement and observe progress of activities. Provide training to FT (O_LH &FI) and Community Leaders on strategies, technical areas, integration, quality implementation and observation of progress, etc. Provide on the job support to FTs (O_LH &FI) and community leaders (accompaniment in field).Provide support to FT's (O_LH &FI) monthly and quarterly implementation plan preparation. Respond to FTs' (O_LH &FI) day to day issues/needs. Conduct monthly meeting with FTs to discuss progress, challenges, learning and provide necessary guidance. Technical capacity building of FT-O_LH &FI to effectively to implement the planned activities like participant selection, follow up of off farm participants, skilled youths for employment as well as to enable VSLA Leaders for running VSLAs independently over the program period Give focus of Program Integration by jointly working with other TOs while closely adherence to TO-A&R .Support TO-A&R to facilitate meeting of Upazila Entrepreneur Forum (UpzEF) Support FTs and I&EO in the implementation and management of environmental compliance issues progress. Monitor FT off farm session facilitation and follow up counselling session quality, identify gaps and provide necessary support to improve the quality. Support FT to establish necessary connection, linkages and relation with different markets, employer, financial institution and others to ensure employment of trained youth. Assure quality of Off-Farm Livelihood and Financial Inclusion interventions. Sample check on FTs actions in adherence to required skills and guidelines Take necessary steps to improve the skills of FTs and community leaders on the identified areas Assess effectiveness of the strategies and guidelines and recommend any changes to TMs/STCs.Arrange relevant training/workshop/Orientation like organizing off-farm and vocational training, youth employability training etc. at Upazila and Union level, quality monitoring of those trainings and ensure technical support to FT with relevant concern. Monitoring and follow up of field progress at the participants level as well as reporting of off-farm and VSLA, youth vocational skill development and employment activities through giving 75% quality time in the field Ensure environmental compliance through effective sharing with FTs and with the observation and monitoring of field activities. Monitor the FTs financial inclusion support work for youth and provide necessary support to overcome the challenges. Anticipates, identifies and remedies of off-farm livelihood and VSLA implementation challenges and necessary adjustments for greater impact. Conducts field visits and identifies challenges and opportunities Support FTs and community leaders to overcome the day to day challenges. Seek support from CARE STCs/TMs (if required) on issues/challenges identified. Keep close contact with the respective TMs and STCs for effective inputs in strengthening the purpose specific issues. Guide FTs and community leaders on the changes/adjustments in strategies and guidelines. Assist FTs and Natural Leaders with facilitation of environmental operational and awareness messages as will be assigned. Identifies and builds internal and external networks necessary for peer, technical, scale up, advocacy, sustainability and other appropriate purposes. Represent in different networks and alliances. Develop network/linkage/collaboration with district, upazila level DYD, TTC, off-farm enterprises, employers, private resource persons of vocational skills, financial institutes,

and traders. Attend different meetings and workshops. Collect innovative ideas and share with UC, TM & STCs for implementation. Update PNGO management and technical team (CARE and PNGO) about the work progress, challenges, shortfall of the technical area. Support preparation of quarterly report and ARR reports and prepare weekly field visit findings and actions taken. Plot and prepare success story/case studies and other requirements as appropriate. Support I&EO to provide necessary information, data for preparing QR, ARR and ESR

Qualifications and other requirements.

Masters/Bachelor (Hons) of commerce/business studies/social Science or any other disciplines with minimum of 5 years relevant working experience. Capacity to operate computer/laptop and write basic reports. Good communication and facilitation capacity Computer skills. Ability to maintain liaison with the district and Upazila level government officials like; DD-DYD, UAO, TTC, UW&CA, 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: Nageswari, Fulbari, 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

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