

Community Development Officer
Eco-Social Development Organization (ESDO)

Vacancy 01

Job Context

Eco Social Development Organization (ESDO) is a well reputed national NGO established in 1988 and working in 29 Districts of Bangladesh. ESDO in partnership with Water Aid Bangladesh is going to implement the “Addressing WASH crisis in low income settlements of garment workers in Mirpur, Dhaka.”

Job Description / Responsibility

- This will be a vital position of field implementation and will be responsible for the field activities and will supervise 4 Community Mobilizers. This position will also be responsible to supervise the engagement of local entrepreneurs in implementation of project activities in the community. Community Development Officer will assist for ensuring training, orientation, hardware activities, monitoring, and advocacy activities for the community. S/he will assist the Community Mobilizers in planning and to achieve monthly and quarterly water, sanitation and hygiene beneficiaries targeted as per project document. S/he will ensure different logistic support to the front line staff and provide supportive supervision for proper and timely implementation of the activities of the project. S/he will conduct regular field level monitoring of project activities and report accordingly.
- • Planning and implementation
- • Assist Community Mobilizers to prepare planning for the respective communities of the assigned area and ensure monitoring of the planned activities in the community to achieve the goal and objectives of the project.
- • Assist the project team in planning of hardware activities, training and monitoring of field activities.
- • Enhance capacity of the front line staffs to implement different activities in the field following CATS approach.
- • Ensure and monitor the daily work schedule of Community Mobilizers and local entrepreneurs.
- • S/he will guide the Community Mobilizers to organize meetings, workshops, trainings, day observations at different level events.
- • Ensure and achieve monthly and quarterly target of water, sanitation and hygiene beneficiaries under his/her jurisdiction.
- • Communicate with LGIs authority to ensure relevant assistance for implementation of planned activities.
- • In this regard s/he had to develop and maintain a good collaboration and coordination with LGIs, different GO-NGOs, private sector and other stakeholders.
- • Orient and assist Community Mobilizers for conduction of Community Situation Analysis (CSA).
- • Assist and guide the community and Community Mobilizers in identifying the Local entrepreneurs required for the project.
- • Supervise daily field activities and guide the Community Mobilizers.
- • Ensure counting of beneficiaries without any duplication and maintain respective registers.
- • Monitor so that the Community Mobilizers understand the target of water, sanitation and hygiene beneficiaries.
- • Assist Community Mobilizers regarding community contribution/project subsidy in case of installation of water or sanitation facilities.
- • Coordination and reporting
- • Coordinate with project team for ensuring necessary support to the community and implementation of planned activities.
- • Ensure promotion of hand washing at critical times by installation of hand washing device, ensure environmental sustainability regarding safe water and sanitation
- • Directly supervise front line staffs to implement different activities effectively in the field.
- • Ensure necessary reports and documents to Project Manager.
- • Ensure coordination and communication with Community Leaders and LGIs Authority.
- • Monitor the online data monitoring and management done by the Community Mobilizers and coordinate with Project Engineer cum Monitoring Officer.
- • Coordinate with Project Engineer cum Monitoring Officer for ensuring quality installation of hardware facilities for the beneficiaries.

Job Nature Full-time

Educational Requirements Educational Requirements Masters in Social Science or equivalent degree.

Experience Requirements 3 to 4 year(s)

Job Requirements

- • Age 25 to 45 year(s)
- • Expected competencies of the position:
- • Masters in Social Science or equivalent degree.

- • 3-years relevant experiences in managing and administering community level WatSan project/health related projects/Urban WASH project;
- • Experience of community mobilization, community situation analysis on WASH issue;
- • Capacity building of stakeholders including project staffs and community;
- • Maintain liaison with LGIs and other stakeholders to maximize the resources;
- • Reporting and documentation of the respective clusters.
- • Good at computer applications of MS Word, Excel, PowerPoint and using e-mail.
- • Willing to drive Motorcycle and should have valid driving license.
- • Should have knowledge applying PLA/PRA tools in planning, monitoring activities at community level

Job Location Mirpur, Dhaka.

Salary Range Tk. 35000 – 35000 BDT: 35000/- **Other Benefits** N/A

Apply Instruction

Applications should reach within 25.05.2018 with a detailed CV including contact cell phone number, 02 copy recent passport size photographs, photocopy of all academic and experience certificates through post office/courier service/hand to hand to the following address. Only short listed candidates will be called for interview. Written exam and interview will be organized in Dhaka. ESDO do not tolerate any child abuse.

Apply to: APC-HRD
ESDO Gobinda Nagar (College para)
Thakurgaon-5100, Bangladesh
Application Deadline: May 25, 2018