



Bangladesh Red Crescent Society

National Headquarters
684-686, Red Crescent Sarak, Bara Moghbazar, Dhaka-1217

Vacancy Announcement

The Red Cross - Red Crescent movement is the largest volunteer organization in the world. Bangladesh Red Crescent Society (BDRCS) is a national society of the movement, constituted on 31 March 1973 by the President's Order No. 26 of 1973 with retrospective effect from 16 December 1971. This is the biggest humanitarian organization in Bangladesh. As an auxiliary to the government, the Society has provided humanitarian assistance to vulnerable people over the last 52 years and has undertaken a wide range of activities in humanitarian response, disaster management, health, capacity building, and promoting Red Cross/Red Crescent ideals and principles.

Currently, Bangladesh Red Crescent Society is looking for a suitable Bangladeshi national for the following position under the American Red Cross-supported Coastal Disaster Risk Reduction and Climate Action Program with the Disaster and Climate Risk Management Department.

Job Title	Assistant Program Officer.
Job Nature	Contractual.
No. of Position	02 (Two).
Salary	BDT. 37,785/- monthly consolidated salary).
Duration of Contract	Initially one year but extendable subject to satisfactory performance and availability of funds.
Reportable to	Program Manager, Coastal Disaster Risk Reduction and Climate Action Program.
Duty Station	Morrelgonj, Bagerhat-01 and Indurkani, Pirojpur-01.
Age Limit	36 years (may be relaxed in case of potential candidate).

Roles and Responsibility:

- Plan, design, budget and implement field level activities as allocated budget from Unit and NHQ.
- Ensure timely and effective implementation of community level activities including other assigned tasks.
- Effective mobilization and mentoring to staff, volunteers and community level stakeholders.
- Monitor regular basis of field activities and provide feedback to staff to address findings properly.
- Closely coordinate and supervise all Coastal Disaster Risk Reduction and Climate Action Program activities at the community level and school level.
- In consultation with Program Officer, act as the link and liaison between Project Implementation Committee-PIC and Ward Disaster Management Committees-WDMCs.
- Assist in preparing monthly work plan of Community Organizers-COs and their monthly progress & event reports etc.
- Prepare monthly action plan, progress report, event reports, data-based reports etc.
- Special day observation like: Red Cross Red Crescent, NDPD, IDDR, World Environmental Day and others as required.
- Provide guidance and supervise to Community Organizer for smooth implementation.
- Organize all training, workshops, awareness campaigns and community meetings as per the timeline in the plan of action.
- Prepare presentation on progress status and share coordination meeting and relevant events.
- Implement small-scale DRR mitigation activities in coordination with WDMC members and relevant stakeholders throughout communities and schools.
- Conduct Enhanced Vulnerability and Capacity Assessment (EVCA) through ensuring the community participation and preparing reports.
- Assist in conducting regular monthly meetings like: WDMCs, CPPs, Youths and Women's group.
- Closely coordinate to arrange UDMC and UZDMC meeting and DRR events regular basis.
- Liaison maintains with relevant stakeholders e.g. CPP, NGOs, Schools, Religious institutions, Government officials as required.
- Conduct mock drill/simulation, folk song, drama etc. in coordination with CPP officers and youth & community volunteers.
- Arrange and facilitate various capacity & awareness raising events on DRR and Climate Change at community level.
- Maintain the attendance register, movement register, stock register and vehicles logbooks properly.
- Regularly monitor the activities of the WDMC center and ensure proper use and maintenance of equipment at the center.
- Always work towards promotion of RCRC principles and humanitarian values in the communities.
- Response to different disasters and play as a focal point in collaboration with Respective RC Unit and community volunteers e.g. CPP, WDMC, Community Youth and UDRT if needed.
- Undertake any other appropriate duties that may be required by the BDRCS authority.

Person Specification:

Education and experience:

- Master's Degree in Disaster Management, Environmental Science, Development Studies or Social Science or related discipline.
- Minimum 4 years' experience in Disaster Risk Management field preferably with Coastal level working experience.
- Strong project cycle management skills: assessments, design, implementation, monitoring, evaluation, and strategic planning skills.

Skills and abilities:

- Excellent interpersonal, leadership, and staff management skills.
- Good facilitation and presentation, communication skills.
- Excellent interpersonal communication and Teamwork skills.
- Working with different groups and nationalities.
- Sound analytical and influencing skills.
- Ability to multi-task and cope with competing demands under tight deadlines, identify priority activities and assignments, adjust priorities as required.
- Strong initiative and self-motivated, with a strong commitment to humanitarian principles.
- Strong communication skills in both verbal and written English and Bangla.
- Computer skills on MS word, Excel, Power point.

Personal qualities:

- Adhere to the 7 fundamental principles and values of Red Cross and Red Crescent movement.
- Act at all times in accordance with the Code of Conduct and strong ethics with an ability to manage confidential data.
- Common understanding on Gender issues, CEA mechanism including other cross-cutting issues.
- Ability and willingness to travel and stay in the field.
- Ability to work independently as well as in a team.
- Experience in working with a humanitarian response will be an added advantage.
- Work experience within the Red Cross and Red Crescent Movement will be preferable.

Lateral relationships:

- Establish and ensure effective working relationships with members in the team and supporting partners.
- Ensure effective working relationships with respective BDRCS district/Unit levels including support service.

Apply Instruction:

- Departmental clearance will be required for internal candidates.

If you think you are competent enough for the position, please apply online before **5:00 pm, May 10, 2025**.

[Apply Online](#)

BDRCS is an equal opportunity employer. Only shortlisted candidates will be notified for interview.