

Position: INCLUSION LEAD

TAHZINGDONG

Vacancy: 1

Job Context:

TAHZINDONG is a non-profit and non-government voluntary development organization aims to ensure the environmental and Socio-economic development. The organization started its journey in 2001. TAHZINGDONG strives to empower the most disadvantage, marginalized and vulnerable people in CHT through alternative development process of the people as well as ensure the sustainable development of community and society.

Currently TAHZINGDONG is inviting applications to fill the position of Inclusion Lead for USAID Bijoyee Project to be implemented through the partnership with CARE Bangladesh.

Job Responsibilities

- The Inclusion Lead will be solely responsible for project activity planning, operation, monitoring and coordination as well as financial operation (within the budget limit) of the entire project activities. S/He will work under the close supervision of Executive Director of organization.
- Manage, implement and delivery the activities work plan with Inclusion Officer, Finance & Admin Officer and Monitoring & Evaluation Officer of the respective project;
- Directing and coordinating all the interventions to build and deliver an inclusive culture across the project and ensure that diversity, equality, inclusion of persons with disability, indigenous diversity, gender diverse people are central to all that we plan to do under the processes of the project.
- Inclusion lead will work closely with Program Director and Sr. Program Manager (M&E and Knowledge management) of the organization and will keep update him regarding the project progress, gender and social inclusion of the project process, challenges, and risk and mitigation strategies.
- The Inclusion Lead will guide and facilitate the development and implementation of TAHZINGDONG's overall gender, diversity and inclusion policy and action plan as well as manage capacity building and other initiatives and programs that support the inclusion process in all aspects of the organization.

- Directing and coordinating capacity building initiatives of master trainers for online and offline trainings as well as oversee the field level trainings with youth and other targeted people of the project.
- Ensure inclusive learner mobilization in all training packages
- Overall management and oversee the Information campaign (online and outreach campaign) to reach the marginalized youth NEET and EET.
- Will be responsible to support district and Upazila level youth-focused agencies (like DYD, DSS etc.) to set up processes for inclusive youth contribution to policy review, youth budget tracking, project monitoring and perform advocacy with relevant government offices and formal and semi-formal policy spaces to ensure meaningful participation of youth.
- Work closely with Government and Non-government stakeholders, diversity point people and institutions the community people those are in touch with TAHZINGDONG to shape and implement plans, input and strategies aligned with the project goals to create a diverse and inclusive environment in project working area.
- Ensuring safe and inclusive project management
- Develop project annual development plan in consultation with donors and the community.
- Ensure Government compliance, HDC and traditional governance compliance and other relevant administrative documents.
- Keeping senior management informed and update relevant employees and donor.
- Oversight of financial management and compliance of the project.
- Prepare periodic, annual and other relevant reports.

Employment Status

- Full time and Contractual.

Educational Requirements

- Master of Social Science (MSS) or relevant subjects

Experience Requirements

- At least 8 years' experience of working with NGO and 3 years in management position and knowing any one of the ethnic community languages is given priority.

Additional Requirements

- Experience in managing development projects in CHT with having intensive understanding on youth development and gender and social inclusion.

- Relevant experience of 5 years including budgeting, planning, programme cycle management, preferably in an NGO, out of which at least 3 years should be supervisory/managerial experience.
- Excellent competencies on budgeting, budget tracking/ budget variance analysis.
- Excellent planning and time management skills and ability to meet deadlines
- Experience in capacity building initiatives like, training, workshop, orientation etc. And excellent verbal and written communications skills and an ability to conduct face-to face and remote learning events.
- Demonstrated competency to work independently with minimum supervision.
- Having excellent writing, reporting, and analytical skills.
- Dynamic and having interpersonal communication skills.
- Outstanding knowledge and negotiation skill to work with Govt. Institutions and relevant stakeholders.
- Strong ability in problem solving and decision-making.
- Skilled in documentation, facilitation, presentation & reporting.
- Willing to ride motorcycle in the field with valid driving license.
- Must have Computer knowledge (MS word, excel, PowerPoint, email, internet etc.)
- Strong in English and capable to write quality report in English is necessary.
- The female candidates are highly encouraged to apply.

Job Location

Bandarban with frequent field visit.

Salary

- As per project allocated salary
- And Other Admissible benefit

Read Before Apply

If you are interested and competent for the position are requested to apply through the following link –<https://tahzindong.org/careers/> or <http://surl.li/jlstps>

Candidate must be applying through online. Offline application can't be accepted.

The candidate must submit a cover letter to Executive director, TAHZINGDONG, Bandarban and CV must mention two referees along with supporting documents such as NID, academic, experience certificate and other certificates etc.

TAHZINGDONG is an equal opportunity employer and sensitivity for child protection, gender and safeguarding. Only shortlisted candidates will be contacted.

Any persuasion or lobby will be treated as disqualification for an applicant. **Women are strongly encouraged to apply.**

Join us on our Facebook page for more updates www.facebook.com/tahzingdong

Application Deadline: **October 10, 2024, no later than 11.59 PM**

Manager
Admin & HR
TAHZINGDONG