

# Vacancy Announcement For Field Supervisor

AFAD (Association For Alternative Development) is a women-led non-profit organization (NGO) based in northern Bangladesh, actively working since 1999 to empower women and girls for a world of equal opportunities and full potential. AFAD is a dynamic force for positive change, championing gender equality and women's empowerment. The organization addresses a wide range of critical issues, including gender equality, education, economic empowerment, disaster risk reduction (DRR), climate change resilience, WASH, livelihood, and the localization of humanitarian aid. AFAD is registered with the NGO Affairs Bureau (NGOAB) of the Prime Minister's Office of the People's Republic of the Government of Bangladesh, with registration number 2443. It also obtained registration from the Directorate of Women's Affairs (DWA). Simultaneously, AFAD is registered with the Directorate of Youth Development, Government of Bangladesh.

**Association for Alternative Development (AFAD) is looking for a qualified Field Supervisor for Improved Quality of Life for Women/Girls and Persons with Disabilities in Kurigram District, Bangladesh through Poverty Alleviation and Mainstreaming Bangladesh.** This project is Funded by **HANDICAP INTERNATIONAL –HUMANITY & INCLUSION (HI)**. This position will work under the supervision of Project Coordinator (PC) Conduct assessment, survey & evaluation; Ensure learning, accountability and capacity development; Maintain the external and internal relations for relevant assignment. The project duration is March 1, 2024, to August 31, 2027. Initial contract for this position is one year from March 2024 with possible extension based on individual performance.

**Number of Position:** 01

**Name Of Position:** Field Supervisor

**Project Title:** Improved Quality of Life for Women/Girls and Persons with Disabilities in Kurigram District, Bangladesh through Poverty Alleviation and Mainstreaming Bangladesh

**Project Location:** Kurigram District, Bangladesh

## **Education Qualification**

- Master's degree /Bachelor's degree in social work, community development, or a related field.
- Minimum 5 years of experience working with communities in Bangladesh.
- Experience in supervising field staff and managing project activities.
- Strong communication, leadership, and monitoring & evaluation skills.
- Fluency in Bengali and English languages.

## **Skills & Abilities:**

- Strong leadership and supervisory skills, with the ability to motivate and guide a team.
- Excellent communication, interpersonal, and relationship-building skills.
- Proficiency in data collection, analysis, and reporting.

- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and data management software (SPSS, Stata, etc.) desirable.
- Fluency in Bangla and English languages (written and spoken).
- Experience working in rural communities in Bangladesh.
- Cultural competency and sensitivity to gender and disability issues.
- Ability to work independently and as part of a team.
- Excellent problem-solving and decision-making skills.
- Strong work ethic, with the ability to meet deadlines and manage time effectively.
- Valid driver's license (desirable).

**Additional Considerations:**

- Age atmost 38 years
- If the position involves travel within Kurigram district, you can specify a requirement for a valid motorcycle license.
- Highlight any desirable personal qualities, such as a passion for social development work, commitment to gender equality and disability inclusion, and a willingness to learn and adapt.

**Employment Status**

- Full Time

**Salary**

Tk. 25000.00 (Monthly)

**Compensation & Other Benefits**

- Other benefits as per project budget allocation.

If you feel that your qualification and experience meet the requirements, please send the completed Job Application and CV *within 22/04/2024* through the email [muzahid.afad@gmail.com](mailto:muzahid.afad@gmail.com), [afadkuri@gmail.com](mailto:afadkuri@gmail.com) or hard copy (Address to Admin Officer, AFAD, R K road, Khalilgonj, Kurigram-5600)

**NOTE: Womens and person with Disability especially encouraged to apply.**

# Vacancy Announcement For Field Officer

AFAD (Association For Alternative Development) is a women-led non-profit organization (NGO) based in northern Bangladesh, actively working since 1999 to empower women and girls for a world of equal opportunities and full potential. AFAD is a dynamic force for positive change, championing gender equality and women's empowerment. The organization addresses a wide range of critical issues, including gender equality, education, economic empowerment, disaster risk reduction (DRR), climate change resilience, WASH, livelihood, and the localization of humanitarian aid. AFAD is registered with the NGO Affairs Bureau (NGOAB) of the Prime Minister's Office of the People's Republic of the Government of Bangladesh, with registration number 2443. It also obtained registration from the Directorate of Women's Affairs (DWA). Simultaneously, AFAD is registered with the Directorate of Youth Development, Government of Bangladesh.

**Association for Alternative Development (AFAD) is looking for a qualified Field Officer for Improved Quality of Life for Women/Girls and Persons with Disabilities in Kurigram District, Bangladesh through Poverty Alleviation and Mainstreaming Bangladesh.** This project is Funded by **HANDICAP INTERNATIONAL –HUMANITY & INCLUSION (HI)**. This position will work under the supervision of Field Supervisor Conduct assessment, survey & evaluation; Ensure learning, accountability and capacity development; Maintain the external and internal relations for relevant assignment. The project duration is March 1, 2024, to August 31, 2027. Initial contract for this position is one year from March 2024 with possible extension based on individual performance.

**Number of Position:** 05

**Name Of Position:** Field Officer

**Project Title:** Improved Quality of Life for Women/Girls and Persons with Disabilities in Kurigram District, Bangladesh through Poverty Alleviation and Mainstreaming Bangladesh

**Project Location:** Kurigram District, Bangladesh

## Education Experience

- Bachelor's degree in Social Work, Gender Studies, Public Health, or a related field (preferred).
- Minimum 2-3 years of experience working on development projects, preferably with a focus on women/girls' empowerment, disability inclusion, or poverty alleviation.
- Experience in conducting needs assessments, surveys, and evaluations (quantitative and qualitative methods).

## Additional requirement

- At most 35 years.

**Skills & Abilities:**

- Conduct beneficiary selection and needs assessments.
- Organize and facilitate training sessions for self-help groups.
- Support the establishment and strengthening of self-help groups.
- Conduct market assessments and facilitate market linkages for project participants.
- Collect data and maintain project records.
- Perform other duties assigned by the Project Coordinator or Field Supervisor.

**Employment Status**

- Full Time

**Salary**

Tk. 17000.00 (Monthly)

**Compensation & Other Benefits**

- Other benefits as per project budget allocation.

If you feel that your qualification and experience meet the requirements, please send the completed Job Application and CV *within 22/04/2024* through the email [muzahid.afad@gmail.com](mailto:muzahid.afad@gmail.com), [afadkuri@gmail.com](mailto:afadkuri@gmail.com) or hard copy (Address to Admin Officer, AFAD, R K road, Khalilgonj, Kurigram-5600)

**NOTE: Women's and person with Disability especially encouraged to apply.**