

### Job Description (JD)

<b>Job Title</b>	: Program Officer-PSEA
<b>Project Title</b>	: Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)
<b>Project Duration</b>	: July 2025 – April 2029
<b>Project Location</b>	: Taltali Upazila (Barguna District) and Kalapara Upazila (Patuakhali District)
<b>Reporting to</b>	: Director Program, JAGO NARI
<b>Duty Station</b>	: Field Office (Taltali or Kalapara), with frequent travel to Barguna and project sites
<b>Position Type</b>	: Full-time (Project-based)
<b>Number of vacancies</b>	: 02 (Two)
<b>Organization</b>	: JAGO NARI

#### **Position Summary:**

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently JAGO NARI is implementing a new Project in Coastal Ecosystem Restoration, Climate-Resilient Agriculture and Disaster Risk Reduction with the technical support of the Good Neighbors Bangladesh. The project title is "Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)" JAGO NARI is seeking a The **Program Officer / PSEA** for this project. The Program Officer / PSEA is a dual-role position designed to support the successful implementation of the CHRETC project. The incumbent will dedicate 70% of their time to programmatic responsibilities focused on ecosystem restoration, climate-resilient agriculture, DRR, and women's empowerment. The remaining 30% will be dedicated to fulfilling the responsibilities of **PSEA Focal Point**; ensuring safeguarding standards are upheld across all project activities, staff, partners, and community engagement. This hybrid role reflects JAGO NARI's commitment to both high-quality program delivery and the protection and dignity of all stakeholders involved.

#### **Job Description/Responsibility:**

<b>Responsibilities and Task:</b>	<b>% of Time</b>	<b>Remarks</b>
<b>Responsibilities #1 Program Leadership &amp; Implementation</b>	25%	Totally Programmatic
<ul style="list-style-type: none"> <li>➤ Lead implementation of field-level activities under CHRETC, including:</li> <li>➤ Mangrove restoration</li> <li>➤ Climate-resilient agriculture training</li> <li>➤ DRR drills and preparedness campaigns</li> <li>➤ Mobilize and support community groups, women's cooperatives, and local stakeholders.</li> <li>➤ Ensure activities are implemented according to workplans and timelines</li> </ul>		

<b>Responsibilities #2. Strategic Planning &amp; Coordination</b>	15%	Program-10% & PSEA-5%
<ul style="list-style-type: none"> <li>➤ Support the development of quarterly activity plans and integration of safeguarding in those plans.</li> <li>➤ Coordinate with union-level and upazila stakeholders (e.g., DAE, Forest Dept, CPP) for joint initiatives.</li> <li>➤ Mainstream PSEA considerations into partnership dialogues and stakeholder planning meetings.</li> <li>➤ Coordination efforts must include safe, inclusive programming principles.</li> </ul>		
<b>Responsibilities #3. Financial &amp; Administrative Oversight</b>	15%	Program-8% & PSEA-2%
<ul style="list-style-type: none"> <li>➤ Support budget tracking and ensure activity implementation remains cost-effective.</li> <li>➤ Provide inputs into procurement plans for training and community mobilization.</li> <li>➤ Ensure PSEA principles are applied in vendor/partner selection, especially for community-facing activities.</li> <li>➤ PSEA-related compliance should be integrated in procurement and local service contracting.</li> </ul>		
<b>Responsibilities #4. Team Management &amp; Capacity Building</b>	15%	Program-10% & PSEA-5%
<ul style="list-style-type: none"> <li>➤ Mentor field facilitators, volunteers, and CBO leaders on technical and community mobilization skills.</li> <li>➤ Conduct safeguarding, PSEA, and ethical behavior orientation for staff and volunteers.</li> <li>➤ Promote a culture of accountability, inclusion, and gender-sensitive leadership.</li> <li>➤ PSEA focal function includes regular orientation, awareness, and mentoring.</li> </ul>		
<b>Responsibilities # 5 Monitoring, Evaluation &amp; Learning</b>	10%	Program-10% & PSEA-5%
<ul style="list-style-type: none"> <li>➤ Track field activities, assess progress using monitoring tools, and support data collection.</li> <li>➤ Integrate safeguarding indicators (e.g., inclusion, participation, feedback response) in monitoring plans.</li> <li>➤ Collect and respond to PSEA-related feedback as part of CRM systems and community consultations.</li> <li>➤ Field-level MEAL processes should include feedback loops and safeguarding monitoring.</li> </ul>		

<b>Responsibilities # 6 Reporting, Documentation and sharing with the respective authority.</b>	10%	Program-7% & PSEA-3%
<ul style="list-style-type: none"> <li>➤ Document activity reports, success stories, and case studies related to CHRETC results.</li> <li>➤ Contribute PSEA updates to quarterly reports (e.g., number of orientations, cases handled, CFRM outcomes).</li> <li>➤ Maintain confidentiality and ethical standards when documenting sensitive issues.</li> <li>➤ Ensure PSEA data is securely handled and confidentially reported to designated personnel only.</li> </ul>		
<b>Responsibilities # 7 Safeguarding, Gender, and Inclusion</b>	10%	PSEA-10%
<ul style="list-style-type: none"> <li>➤ Serve as the PSEA focal person for the project.</li> <li>➤ Maintain and promote safe, accessible community-based complaints mechanisms.</li> <li>➤ Ensure all project activities are gender-responsive, inclusive, and child-safe.</li> <li>➤ Organize PSEA training and support survivors and whistleblowers in line with policy.</li> <li>➤ This area is fully dedicated to the PSEA and safeguarding function.</li> </ul>		

- **Program Officer / PSEA** is also responsible to conduct other works assigned by the Director Program and Chief Executive of JAGO NARI.

#### **Required Qualifications:**

- Master's/Bachelor degree in Environmental Science, Social Science, Development Studies, Agriculture, or related field.
- Minimum 3 years of experience in same areas of climate change, DRR, natural resource management, or women's empowerment.
- Demonstrated experience in same role of large-scale donor-funded projects (preferably in coastal or climate-vulnerable areas).
- Strong leadership and team management capabilities.
- Proven ability in stakeholder coordination, especially with government agencies and local governance institutions.
- Excellent communication, reporting, and documentation skills in both English and Bangla.
- Proficiency in MS Office, project management tools, and digital reporting platforms.

#### **Preferred:**

- Prior experience in managing coastal restoration/forestation or climate-resilient agriculture initiatives.
- Understanding of participatory governance and community-based adaptation.
- Experience working with marginalized groups, particularly women and indigenous populations.
- Knowledge of safeguarding, accountability mechanisms, and Do-No-Harm approaches.

#### **Compensation & Benefits:**

The salary package is Monthly **BDT 50,000**, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

**Note:**

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and Anti-Sexual Harassment Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- Women are highly encouraged to apply.

**Procedure of Application:**

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: [jnhr.recruitment@gmail.com](mailto:jnhr.recruitment@gmail.com) or Post/drop in the box: (To, Coordinator-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2<sup>nd</sup> floor) college road, Barguna) on/before **20 July, 2025** with the following documents.

- Curriculum Vitae/Resume with Photo
- Job Application Form-JN001 should be filled out along with Curriculum Vitae/Resume.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.