



### **Job Description (JD)**

**Job Title:** Union Facilitator

**Number of Vacancy:** 02

**Project Title:** Community Action for Resilience & Early Triggers

**Project Duration:** 1 September 2025 – 28 February 2026

**Project Location:** Kalapara Upazila (Patuakhali District)

**Reporting to:** Project Officer

**Duty Station:** Kalapara Upazila

**Position Type:** Full-time (Project-based)

### **Job Summary:**

JAGO NARI is a non-governmental development organization working in the central coastal region of Bangladesh. The organization's key focus areas include Women's Empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently, JAGO NARI has started implementing the Community Action for Resilience & Early Triggers Project with technical support from CARE Bangladesh. To strengthen the project team, JAGO NARI is seeking a Union Facilitator. The Union Facilitator, as a front-line position, will play a crucial role in providing direct support to the Project Officer; will play a vital role in the implementation and coordination of a comprehensive climate resilience project with a focus on anticipatory action. This role involves actively engaging with local communities, facilitating on-the-ground project activities, and contributing to efficient project management.

### **Responsibilities:**

#### **Project Implementation and Community Engagement:**

- Actively participate in the execution of the Community Action for Resilience & Early Triggers Project. community-based risk and vulnerability assessments, ensuring meaningful community involvement.
- Support the coordination of capacity-building initiatives for Community people, volunteers, youth forums, and interpretation groups on Anticipatory Action.
- Data collection through the Kobo toolbox for BNFs selection
- Conduct awareness sessions at the community level.
- Regular communication with the UP, UDMC, CPP, and Cyclone Shelter Management Committee other relevant stakeholders.
- supervise volunteers, and support beneficiary selection
- Skills in Community Consultation and Process Facilitation;
- Effective Problem solver.
- Good verbal and written communication skills in local language and Bengali;

#### **Communication and Stakeholder Engagement:**

- Assist in the dissemination of early warning messages to vulnerable populations, with a focus on agriculture, WASH, and shelter sectors.



- Contribute to identifying gaps in existing Early Warning Systems (EWS) and actively participate in Union-level meetings.

**Community Action Plans and Preparedness:**

- Engage directly with communities for the development of localized, anticipatory action plans based on existing information on multi-sector risks and vulnerabilities.
- Assist in conducting Household Economy Analysis (HEA) and pre-crisis assessments for the targeted area.
- Actively participate in the development of action plans for cyclones, Kalapara Upazila.

**Vulnerable Community Support:**

- Participate in the identification and implementation of community-led, small-scale, gender-sensitive,
- Support the implementation of gender-sensitive, women and child-friendly anticipatory actions at the community level.
- Prepare community risk and vulnerability plan

**Administrative and Documentation Support:**

- Provide on-the-ground support for organizing meetings, workshops, and other project-related events.
- Assist in real-time project documentation and reporting, ensuring accuracy and timeliness.
- Collects feedback from beneficiaries and stakeholders for necessary program improvement.

**Qualifications:**

- Bachelor's degree in any discipline; this may be relaxed for the highly experienced person
- At least 02 years' relevant working experience in any Local/National/International NGO;

**Preferred:**

- Experience DRR and EA-based activities and projects will be prioritized
- Ability to work remotely in the field;
- Good understanding of issues related to gender equity and protection
- Familiar with the geographical and socio-economic conditions of the Coastal area in Patuakhali
- Preference will be given to candidates having prior working experience in the project area and experience of:
  - Implementing the project activities in the field;
  - Carry forward community capacity building assessments;
  - Good community mobilizing, consultation, and session facilitation skills
  - Coordination and maintenance of liaison with communities, civil society groups, and local stakeholders
  - Any other tasks assigned by supervisor/ management

**Salary & Benefits:** BDT-22,000/= BDT Monthly with other benefits as per Project provision.



**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.
- Women are particularly encouraged to apply.
- Any personal persuasion/phone call will result in the 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.
- Only short-listed candidates will be called for the test and interview.

**Apply Procedure:**

Candidates with the required qualifications must be filled up only **Job Application Form-JN001 (no need any other documents)** and send to: [recruitment@jagonari.org](mailto:recruitment@jagonari.org) by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2<sup>nd</sup> floor) college road, Barguna) on or before **September 15, 2025**

Please ensure that, the **Job Application Form-JN001** is completed as required. 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 (Job Application Format) will be excluded from consideration.

**Special attention:**

1. **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**
2. **Any persuasion will be treated as the disqualification of the candidates.**