

Job Title	: Union Field Facilitator (UFF)
Number of Vacancy	: 06
Project Duration	: 01 January 2026 to 31 December 2026
Project Location	: Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district.
Reporting to	: Upazila Coordinator, JAGO NARI
Duty Station	: Project Office, Barguna Sadar/ Taltoli/Pathorghata with frequent travel to field location
Project	: Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) & Climate Risk Insurance (CRI)
Position Type	: Full-time (Project-based)
Organization	: JAGO NARI

Background of the Organization:

JAGO NARI has started its activities in 1998 with its own resource with a view to help the poor people in many respects of Barguna a under developed costal District in the southern part of Bangladesh in terms of socio-economic perspective as well as livelihood. It is a non-political, non-profit, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio-economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. Some like-minded, qualified and experienced women of the society established JAGO NARI in the middle of 1998.

At first JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna sadar upazilla. At present this organization has expanded its activities to 8 districts in Bangladesh with different programs, with some different ideas and concepts with greater zeal and enthusiasm through the assistance of GO, INGO, NGO and local peoples. JAGO NARI believes that true development can be ensured by establishing human rights and eradicating the poverty through providing different support to the distressed community. It also believes that men and women have same rights to survive. If organization can create better communication with community people organization's ideas will give a better result but without involving community people it does not give 100% output. So JAGO NARI is working with the community people to provide same right for men and women in the community.

Project Summary:

To strengthen the resilience of climate-vulnerable households in Bangladesh's coastal regions by protecting lives and livelihoods, enhancing food security and nutrition, and promoting inclusive, climate-smart, and sustainable development through Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Insurance (CRI). JAGO NARI, with support of the WFP, will implement the project Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI). The project will be implemented in 12 unions under Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district. The project duration is 1st January 2026 to 31 December 2026.

The primary objective of this project:

- To enable vulnerable households, particularly women-headed families, landless laborers, persons with disabilities, and marginalized groups in cyclone-prone areas, to anticipate and prepare for shocks through anticipatory cash transfers, early warning systems, and awareness on protection and nutrition, ensuring equitable participation and decision-making.
- To strengthen the national social protection system (EGPP, MCBP, VWB, Old Age allowance and Disability allowance, etc, program of GoB) so they become shock-responsive, providing timely and inclusive support to vulnerable households, with special measures for rural women, returnee migrants, and Persons with Disabilities (PWDs), while promoting gender-sensitive targeting and protection standards.

- To expand access to inclusive Climate Risk Insurance for poor and climate-vulnerable households, particularly smallholder farmers, fishing communities, and women entrepreneurs, by strengthening awareness and capacity of communities and local institutions, supporting product development and premium collection, facilitating claim settlements and payouts, and promoting insurance literacy and enterprise formalization.

Basically, this project will contribute to disaster risk reduction through its activities, including the AA program tests community-based early warning dissemination mechanisms. Shocks responsive social protection and Climate risk insurance.

Job Purpose:

The Union Field Facilitator will support effective field-level implementation of WFP-supported Anticipatory Action, Shock Responsive Social Protection, and Climate Risk Insurance activities. The role focuses on community mobilization, household data collection, beneficiary verification, capacity building, and ensuring inclusive participation of women, persons with disabilities (PWDs), returnee migrants, and other marginalized groups, in compliance with the Field Level Agreement (FLA), WFP protection standards, and JAGO NARI policies.

Key Responsibilities for this Position:

Community Mobilization & Coordination

- Mobilize communities and facilitate awareness sessions at union and village levels.
- Coordinate with Union Disaster Management Committees (UDMCs), local government, volunteers, and community leaders.
- Support community preparedness planning and anticipatory action simulations.

Household Survey & Beneficiary Management

- Conduct household surveys and data collection using approved digital tools.
- Support beneficiary identification, verification, and validation following WFP targeting criteria.
- Ensure sex-, age-, and disability-disaggregated data collection.

Training & Capacity Building

- Facilitate training sessions on anticipatory action, livelihood planning, early warning, and CRI enrollment.
- Support community awareness on protection, nutrition, safeguarding, and accountability.

Inclusion, Protection & Accountability

- Ensure meaningful participation of women, PWDs, elderly, and marginalized groups.
- Promote safeguarding, PSEA, and gender equality at community level.
- Support implementation of Complaints and Feedback Response Mechanism (CFRM).

Monitoring, Documentation & Reporting

- Maintain accurate records, attendance sheets, and activity documentation.
- Support post-distribution monitoring (PDM) and community feedback collection.
- Submit timely field reports to the Upazila Coordinator.

Compliance & Coordination

- Ensure compliance with WFP FLA requirements and JAGO NARI operational policies.
- Coordinate with local stakeholders and support monitoring visits by WFP and government officials.
- Perform any other duties assigned by management.

Other Requirements:

- Travel frequently to project sites, sometimes in remote or challenging conditions; at least
- Minimum 85% field movement is required of total working hours.
- Strongly committed to organizational values, safeguarding, Code of conduct high level of integrity, accountability, professionalism and ethical standards.
- Any others task assigned by the JAGO NARI management.

Required Qualifications & Experience

Education: Bachelor's degree in Social Science, Development Studies, Disaster Management, or related discipline.

Experience

Minimum 1–2 years of experience in community-based development or humanitarian projects; prior WFP/INGO experience preferred.

Skills & Competencies

- Strong community facilitation and communication skills
- Experience in household surveys and beneficiary verification
- Basic computer literacy and mobile data collection tools
- Commitment to gender equality, protection, and humanitarian principles
- Ability to work independently in remote field locations.

Working Conditions

This is a field-based position requiring extensive travel within assigned unions. Flexible working hours may be required during emergencies or peak implementation periods.

Compensation & Benefits:

The salary package is Monthly BDT 23,000, 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.
- 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 PSEA 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.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- Women are highly encouraged to apply.
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

Apply Procedure:

Candidates with the required qualifications must be submitted updated CV with a cover letter to: 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 (2nd floor) college road, Barguna) on or **December 28, 2025**.

Please ensure that, incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.