

Job Description

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| Job Title | : Field Facilitator |
| Number of positions | : 04 |
| Location | : Taltoli Upazila in Barguna district |
| Project period | : June 2026 to December 2028 |
| Reporting to | : Project Coordinator. |
| Salary & Benefits | : BDT 25,012 |

Overview:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing areas of work are women's empowerment, Climate Change Adaptation, Health & Nutrition, Food security & livelihood, Disaster Risk Reduction, and Education. Recently JAGO NARI is going to implement a new project in the DRR & Climate Change field with the technical support of **Oxfam in Bangladesh**. The project title is **“Bangladesh Cyclone Preparedness and Inclusive Shelter Resilience Project in Barguna District”**. The outcome of the project is Strengthening inclusive disaster preparedness through Shelter-Centric Anticipatory Action (SCAA) and Vulnerable households recover livelihoods and improve food security to withstand future climate shocks. In this connection, JAGO NARI is seeking some Field Facilitator for this project. The Field 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 Shelter-cantered anticipatory action. This role involves actively engaging with local communities, facilitating on-the-ground project activities, and contributing to efficient project management. She/he will play a vital role in this project by maintain some responsibilities that are given bellow.

1. Project Implementation and Community Engagement:

- Actively participate in the execution of community-based risk and vulnerability assessments, ensuring meaningful community involvement.
- Establish women-led disaster preparedness & evacuation committees, Volunteer groups and reform Cyclone Shelter Management committee.
- Support the coordination of capacity-building initiatives for volunteers, Women groups, Shelter Management committee, children and youth forums, and other relevant stakeholders.
- Strengthening the capacity of Disaster Management Committee WDMCs/UDMCs/UzDMC
- Beneficiaries' selection for cash for work intervention, livelihood support and regular field visit CFW site.
- Support for strengthening resilient Livelihood options selections & implementations properly.
- Facilitate community-based risk analysis and vulnerability assessments, actively involving community members and ensuring their perspectives are considered.
- Need assessment for Cyclone Shelter small-scale repair and emergency materials distribution.
- Support to vulnerable family profiling and registration & digitization.
- Overall field level implementations & community engagement.

2. 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 the installation and maintenance of monitoring systems.
- Regular communication with UDMCs, WDMCs, Cyclone Shelter management committee and other relevant stakeholders.

3. Community Action Plans and Preparedness:

- Engage directly with communities for the development risk mapping, vulnerability assessment.
- Coordination with CPP, DMCs, Union Parishad.
- Formation of Project Implementation Committee for Wash and other interventions.
- Assist in conducting Household Economy Analysis (HEA) and pre-crisis assessments for targeted locations.
- Actively participate in the development of DM plan.
- Early warning system strengthens with coordination with CPP volunteers.

4. Vulnerable Community Support:

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

5. 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.

6. Qualifications:

- Bachelor's degree in a relevant field, 03 Years' experience in a front-line or community-engagement role is highly valued.
- Strong organizational and coordination skills, with the ability to work independently.
- Excellent communication and interpersonal skills, with a keen understanding of community dynamics.
- Knowledge or willingness to learn about MEAL activities and project evaluation processes.
- Familiarity with gender and inclusion initiatives.

7. Compensation & Benefits:

The salary package is Monthly BDT 25,012 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with 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 filled up only Job Application Form-JN001 (no need any other documents) and send 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 before **May 04, 2026**.

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, submission of incomplete Job Application Format will be excluded from consideration.