



Vacancy Announcement

Position title	: Field Facilitator
Number of Position	: 03
Location	: Barguna Sadar, Taltoli and Patharghata Upazila under Barguna district.
Nature of employment	: Contractual
Reporting Line	: Project Officer Gender, WLIE Project
Project period	: Up to 31 May, 2028

Job Summary:

JAGO NARI is a non-governmental development organization working in the central coastal region of Bangladesh. Its key areas of intervention include women's empowerment, climate change adaptation, health and nutrition, disaster risk reduction, and education.

JAGO NARI is implementing the **Women Lead in Emergencies (WLIE) Project** with technical support from CARE Bangladesh and financial support by **Agence Française de Développement (AFD)**. The overall objective of the project is to increase the participation and leadership of partner Women's Rights Organizations (WROs) in the design and implementation of humanitarian responses related to conflict prevention, emergency response, and climate change adaptation.

To support the implementation of this project, JAGO NARI is seeking qualified candidates for the position of **Field Facilitator (FF)**. The selected candidate will play a vital role in project planning, field-level implementation and monitoring, training and capacity building, collaboration and coordination, as well as reporting and documentation.

The detailed responsibilities are outlined below; however, they are not limited to the following:

Responsibilities and Task:	% of Time
Project Planning: <ul style="list-style-type: none">➤ Prepare weekly, fortnightly and monthly basis specific plans reviewing the Project work plan for implementation the project activities under the guidance of Project Manager/Project Officer➤ Estimate expenditure planning for implementation activities and take necessary initiatives for adjustment.➤ Support Women Group to organize training, meetings and orientation sessions for the different stakeholders	25%
Project Implementation and monitoring: <ul style="list-style-type: none">➤ Ensure project implementation in compliance with JAGO NARI policies, procedures and strategies.➤ Conduct regular field visits and ensure successful implementation of the project activities with quality and timely➤ Regularly review the progress against work plan and take necessary action as per need.➤ Mobilize the community to ensure their effective engagement and facilitate women's groups for building climate resilience.➤ Organize dialogue/interactive meetings with vulnerable communities, community leaders, and relevant groups.➤ Coordinate project activities with local key stakeholders in the working areas for effective implementation of the project.➤ Ensure quality data collection from the field and timely submission to the	30%

<p>Project Manager.</p> <ul style="list-style-type: none"> ➤ Provide technical assistance and guidance to the women groups to run the Women safe spaces and S/he will be responsible for ensuring it as a safe and open space for women 	
<p>Training and capacity building:</p> <ul style="list-style-type: none"> ➤ Organize session for the community group on community engagement and support them to undertake two-way communication. ➤ Organize sessions for the different types of project stakeholders for their capacity building. ➤ Provide technical assistance to the women's group to enhance their capacity to engage the community with project activities. 	20%
<p>Supervision, technical assistance and performance monitoring:</p> <ul style="list-style-type: none"> ➤ Regular visit to the field and provide supportive supervision, coaching and mentoring to enhance the Community Group and Project Participants for build up the capacity to achieve targeted activities timely. ➤ Responsible for the quality implementation of the project activities 	15%
<p>Partnership, collaboration and networking:</p> <ul style="list-style-type: none"> ➤ Build strong professional relationships with local level LGIs ➤ Established professional relationships with community networks, elected leaders of Union Parishads, Government and NGO service providers, women groups, different committees to implement the project activities smoothly ➤ Build effective linkage with women/youth/adolescent/ religious group etc. and orient the group on community engagement for DRR CCA Issues. ➤ Maintain close communication, and regular interactions with concerned departments at Union/Upazilla level to secure their support to achieve project results. 	5%
<p>Reporting and documentation:</p> <ul style="list-style-type: none"> ➤ Prepare weekly, fortnightly, monthly, and quarterly reports for the project. ➤ Prepare events-based reports as and when required. ➤ Prepare case studies, success stories, human interest stories, good practices and video clips on project. ➤ Prepare data collection report and submit the report timely to the Project Management. 	5%

Qualifications:

- Bachelor or equivalent degree.
- Minimum 2–5 years of professional experience in the NGO sector, with a particular focus on gender, climate change, disaster risk reduction (DRR), or humanitarian response.
- Strong organizational and coordination skills, with the ability to work independently.
- Excellent communication and interpersonal skills, with a keen understanding of community dynamics.
- Familiarity with gender and inclusion initiatives.
- Age: Maximum 45 years. However, the age limit may be relaxed for highly qualified and experienced candidates.



Compensation & Benefits:

The salary package is Monthly BDT 30,570.00 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with the organization's policy.

Safeguarding and PSEAH Commitment

JAGO NARI is committed to maintaining a safe and respectful environment free from Sexual Exploitation, Abuse, and Harassment (SEAH). All employees/consultants/suppliers/vendors engaged by JAGO NARI are required to comply with the organization's Safeguarding and PSEAH policies and to perform their duties in a professional, ethical, and respectful manner. Any violation of these standards, including acts of sexual exploitation, abuse, harassment, or other safeguarding misconduct, may result in the immediate termination of the employment/consultancy contract and any other appropriate action deemed necessary by JAGO NARI.

Child Safeguarding Commitment.

JAGO NARI is committed to protecting the rights, dignity, and well-being of all children and takes a strong stance against child abuse, exploitation, neglect, violence, and child labor. All employees are required to comply with JAGO NARI's Child Safeguarding Policy and Code of Conduct and to uphold the highest standards of child protection throughout their employment. Any violation of these standards may result in disciplinary action, including termination of employment, and referral to the appropriate authorities where applicable.

Additional Information.

- 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.
- 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 **July 15, 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.