Program Assistant cum Computer Instructor
LAMB

Vacancy

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Job Context

- **LAMB** is a well-run major mission Hospital, Community Health Development, Training, and Research organization. Services cover more than 6.3 million people in North West Bangladesh
- There is a vacancy for the following contractual position for the Ending Child Marriage (ECM Phase-II) Project funded by Women`s Hope International (WHI) as follows.
- Job Summary: Responsible for the achievement of assigned tasks & objectives defined for the project through organizational values, principles, cultures, and policies in an efficient, effective & quality manner. Responsible for preparing the training plan, class schedule as well as the list of adolescent girls who receive training. Facilitate, and evaluate the training through a participatory manner in project areas with Technical Officer, Union Coordinator, Field Facilitator on basic computer training (Computer fundamentals, MS Office, Internet browsing, etc.), encourage to have technical skills, keep up study, raise voice against child marriage and gender-based violence. Provide supportive follow-up to see the effectiveness of training. Skilled adolescent girls to have access to information technology, encourage them to take a professional and achieve the objective of the project goal. Well in writing change stories and other reports. Responsible Maintain functional relationships and linkage with SMC, Upazila secondary education office, Upazila Youth Development Office (Jubo Unoyon), and the community. Ensure that programs and events run smoothly and efficiently.

Job Responsibilities

- Develop computer training plans for adolescent girls/students.
- Design and develop training outline and instruction materials on computer fundamentals, MS office, internet browsing etc.
- Conduct computer training as per developed plan

- Maintain accurate records of adolescent girls/student progress in the class and in practice sessions.
- Provide necessary support to the project team to organize training for the adolescent girls.
- Regularly visit field activities and committee meetings to encourage, support and necessary feedbacks to field staff, committee members and relevant stakeholders to provide better services for achieving the project goal.
- Ensure that adolescent girls attend the training timely and appropriately.
- Conduct assessment of knowledge and skills of the training recipients
- Ensure that participatory monitoring and evaluation systems are in place.
- Ensure that outcome of the program and lesson learned are documented properly.
- Ensure that the internet is used only for appropriate education.
- Ensure that computer equipment is functioning and being used properly.
- Ensure that duty bearers are taking initiatives as part of sustainability.
- Evaluate student performance and prepare progress reports of adolescent girls/student for assess impact of the training.
- Assist M&E staff/evaluation team for outcome assessment
- Coordinate other activities (SMC meeting, Information Day in school, Public hearing day, etc.) of the project, maintain liaison with relevant government and non-government organizations and bodies, GnB network at the Upazila level, and obtain the necessary administrative and technical support.
- Build connection with the school computer lab and Upazila Youth Development Office for extended capacity building.
- Coordinate School Management Committees (SMC) and teachers to promote access to quality education for girls through creating girl's friendly environment
- Assist in improving capacity of in-school girls (and boys) who are at risk of child marriage to be more resilient and motivated the group to remove social stigma.
- Assist to organize cultural event to sensitize the community about forced child marriage.
- Assist to find out vulnerable and hard to reach adolescent girls and ensure project support for them.
- Arrange to disseminate assessment findings to groups, communities, and governments.
- Connect adolescent girls with Upazila secondary education department (IT section)
- Maintain functional relationship and linkage with SMC, Upazila secondary education office, Youth Development Office.
- Participate universal morning prayer at workplace
- Ensure that universal prayer occurs before training, meetings, and seminars.
- Be able to explain to anyone who asks **LAMB** motto and logo.

- Be example in implementing the project activities to the organizational mission, vision and values.
- Any other task as per project requirement or assigned by Manager.

Employment Status

Contractual

Workplace

- Work at office

Educational Requirements

- Bachelor's degrees pass with 6 months basic course in computer application program.
- Diploma in computer science will be given preference.

Experience Requirements

- Na

Additional Requirements

- Age at least 35 years
- Both males and females are allowed to apply
- Should have 6 months of experience in the relevant field.

Job Location

Dinajpur (Parbatipur)

Salary

Tk. 20000 (Monthly

Compensation & Other Benefits

- Provident fund
- Festival Bonus: 1

Job Source

LAMB Website career opportunity: Bangladesh Job Circulars — LAMB Bangladesh (lambproject.org)

Bdjobs.com Online Job Posting.

Qualified candidates can apply with CV, mention two referees name and a passport size photograph to the HR Department, LAMB, P.O. Parbatipur, Dinajpur-5250, Bangladesh; Please mention the position name on top of the envelop or with the subject line of email. N.B. Only short-listed applicants will be called for interview. Any attempt to influence the process of recruitment will result in disqualification. "At LAMB we are committed to zero tolerance of the abuse or exploitation of Children and Vulnerable Adults". LAMB authority holds the right to accept or reject any or all applications without giving any reasons.

*Photograph must be enclosed with the resume.

Apply Online		Email Us

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Bdjobs.com Online Job Posting.