

Technical Officer - Advocacy, Structure & System Strengthening (Male/ Female)

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 for the SABUJ-II Project funded by Tearfund as follows;
- Job Summary: Responsible for the achievement of the pre-defined project objectives maintaining all compliance policies of donor, **LAMB**, and government. The key role of this position involves enhancing the resource and technical capacity of the municipality on waste management through advocacy and offering support within the scope of the project, search opportunities for partnership development with private sector, and program monitoring. S/he will be responsible for working with different stakeholder groups, organize awareness and capacity development programs, organize policy/guideline development workshops, organize advocacy and networking meeting with relevant stakeholders, supervise construction and compost and other waste based production, ensure waste carrying transport functionality, and so on. Moreover, s/he will practice and promote organizational vision, mission, values, and safeguarding policy.

Job Responsibilities

- 1. Advocacy, structure and system strengthening:
- Organize advocacy and networking meeting with municipality, UNO, and relevant stakeholders
- Search opportunity for waste management partnership with private sector
- Organize policy/guideline development workshops in cooperation with municipality
- Plan and supervise dumping place structure development, compost production and other productions with plastic waste

- Organize capacity building training for the municipality staff
- Ensure functionality of waste carrying transport of municipality
- 2. Planning, implementation and staff management:
- Preparing monthly, quarterly and annual plan.
- Ensure formation and functionality of Self Help Groups (SHGs), Green Clubs (GCs), Ward Committees (WCs) and Working Group (WG), Town Level Coordination Committee (TLCC), and Municipality Waste Management Monitoring body as per government and **LAMB** protocols/policies.
- Organize events like green campaigns, public hearing, and skill development training for beneficiaries
- Authorize and supervise the Community Mobilizers and assist them in skill development
- 3. Program Monitoring and report writing:
- Monitor activity implementation according to the plan
- Monitor regular data collection by Community Mobilizers
- Conduct field visit on regular basis to monitor project activities and ensure producers maintain registers
- Assist in capturing lesson learning from field level operations on regular basis
- Assist in writing monthly, quarterly, half-yearly, yearly, and final reports
- 4. Financial Management:
- Prepare purchase request and maintain bill vouchers of the assigned activities implemented as per **LAMB** policy
- 5. Integration of spiritual, emotional & social health:
- Ensure attendance at the morning universal prayer at the work place
- Ensure spiritual concepts & holistic approach to communication, service delivery, administration and resolution of conflicts
- Ensure religious and organizational values among staffs following organizational policies including safeguarding policy (child protection, adult vulnerable policy)
- Promote **LAMB** vision, mission, values, and safeguarding policy

Employment Status

Contractual

Workplace

- Work at office

Educational Requirements

- Master degree pass in any in any discipline.

Experience Requirements

- At least 3 year(s)

Additional Requirements

- Age 30 to 45 years
- Both males and females are allowed to apply
- Should have 3 years' of working experience in community enterprise development and marketing sector.
- Training in community enterprise development & Marketing will be given preference.
- Ability to speak & write in English.
- Able to drive motorcycle with full valid motorcycle driving license.

Job Location

Dinajpur (Parbatipur)

Salary

Tk. 40000 (Monthly)

Compensation & Other Benefits

- Provident fund

Job Source

LAMB Website career opportunity: [Bangladesh Job Circulars — LAMB Bangladesh \(lambproject.org\)](http://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.**

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