



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

SDS (Shariatpur Development Society)

Position Title: Case Coordinator

Organization: SDS (Shariatpur Development Society)

Vacancy: 01

Project Title: ASHSHASH (For Men and Women Who Have Escaped Trafficking in Bangladesh)

PROJECT BACKGROUND:

Winrock International – Ashshash (Phase-II), is funded by the Embassy of Switzerland in Bangladesh. The project will support human trafficking survivors with sustainable social and economic reintegration into their respective communities, and also provide support-services that will ensure their wellbeing and self-sufficiency. The survivors will be provided psychosocial counseling support along with other social services, and facilitated opportunities for skills-devolvement and entrepreneurship training. Through which, the economic empowerment of the survivors will also be ensured in the forms of wage-based and self-employment, and other income generational opportunities. The main objective of the project is to ensure that “women and men who have escaped trafficking will restore their dignity and wellbeing, and become self-sufficient”. Furthermore, Ashshash will reach people in the project’s working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking.

The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh. The project will be implemented in ten of the most trafficking-prone areas across the country.

POSITION SUMMARY:

Case Coordinator (CC) will work under the direct oversight of Ashshash’s Sustainable Reintegration Partners (SRP) across the working districts of the project. The CC will work as an intermediary in providing social protection services to human trafficking survivors and ensure their overall sustainable reintegration by building and maintaining a collaborative and interpersonal relationship with each survivor. CC will lead the case management process for the survivors. Each CC will assess the contextual needs and demands of each survivor under their management. Through this process, the CMs will identify and plan the provision of relevant psychosocial and social services, career-oriented choices for the economic development of the survivors through training and income generation, and employment opportunities based on their contextual requirements, in a customized modality. Accordingly, the CC will establish a network to make connections with local public and private service providers, and avail the required services for each survivor. The CC are also expected to demonstrate ethical engagement and care with the survivors, gender-sensitive methodologies of communication and guidance, and how to provide of trauma-informed support to the survivors. The CC must also ensure compliance with Winrock International’s ‘Code of Conduct’ and ‘Do No Harm Policy’, whilst maintaining privacy and confidentiality of information respective to each survivor.

JOB RESPONSIBILITIES:

- Support and lead a project team and provide professional and technical support to project staffs and other stakeholders of Ashshash project;
- Overall implement the project activities based on the operational plan to achieve project target in time;
- Ensure that project activities are implemented in time complying with donor requirement;
- Day-to-day supervise and monitor the activities of project team including social services, economic empowerment, finance and monitoring to ensure effective project implementation;
- Coordinate the overall case management (identification to reintegration) system of Ashshash;
- Ensure social protection services to each survivor through need assessment, psychosocial counselling, health and legal support;
- Ensure economic empowerment support to each survivor through comprehensive career counselling, soft skills, skills development, assessment, certification, entrepreneurship training, employment including Wage and Self with follow-up support;
- Ensure private sector engagement through partnership for sustainable wage and self-employment of the Ashshash beneficiaries;
- Coordination with other government and non-government service providing organizations to ensure service through referral;
- Plan, lead and implement the awareness raising activities at community level;
- Oversee the activities of CTIP activist group at field level;

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web : www.sdsbd.org, e-mail : info@sdsbd.org, sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 03074-04616-00229



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- Coordination with Government, Local Government, Counterparts, Donors, NGOs, other related stakeholders and Projects;
- Prepare quarterly and annual narrative report, financial report and variance report;
- Develop and implement procurement plan and provide audit responses;
- Support to ensure baseline, mid-line and final evaluation accurately done considering Winrock's and donor's requirements;
- Attend regular basis in Government meeting and other coordination meeting in working districts;
- Assist to monitor survivors progress through regular field visit;
- Monitor program components at field along with training, workshop, meetings at different level and provide feedback;
- Organize performance appraisal of staff as per their job description and design necessary action plan for staff development and implement it accordingly;
- Setup files to ensure that all project information is appropriately documented and secured;
- Build and maintain liaison with Local Administration, Law enforcing agency, court and networks in line with human trafficking issues; and
- Maintain the confidentiality of project document and organizational regulations and implement it at his/her jurisdiction.

Employment Status: Full-Time

QUALIFICATION AND REQUIREMENTS:

- Postgraduate/Graduate in Social Sciences/Developmental Studies or any other relevant discipline from a reputed institution;
- Knowledge on Monitoring and Evaluation frameworks of development organizations;
- Minimum **four (04)** years' of practical experience in managing cases through a dedicated system, for vulnerable groups/communities at grassroots-levels;
- Experience with detailed case management systems and reintegration services for human trafficking survivors, or vulnerable and at-risk groups;
- Experience with the detailed documentation of providing social and economic support-services to trafficking survivors or vulnerable and at-risk groups, and detailed reporting mechanisms;
- Demonstrate positive attitude and sensitivity to support vulnerable and at-risk groups, and communities;
- Strong understanding of gender and diversity issues;
- Demonstrate strong interpersonal communication skills in English and Bangla; and
- Basic computer proficiency: i.e. MS Office, database management, coordination via email, project-specific management information systems, etc.

Additional Requirements: Age 35 to 40 years (For more experienced candidates, the age limit will be relaxed)

Job Location : Faridpur District

Salary : Tk: 32,000 (Monthly)

Compensation & Other Benefits: All facilities will be available as per project budget.

Application Sending Address: SDS head office, Sadar Road, Shariatpur-8000, Bangladesh

Email Address: recruitmentsdsbd@gmail.com

Application Deadline: 22 November, 2023

Interested candidates are requested to send their CV, Passport Size color photograph with a cover letter for the above position to the Executive Director, SDS (Shariatpur Development Society), Sadar Road, Shariatpur-8000, Bangladesh. Please write down the mobile number in the application and the name of the position on the top of the envelope. Only for short listed candidates will be called for the interview. If the CV is sent through e-mail please give the CV, Cover letter and other documents in PDF format.

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Contact +88-01325-060203 for any recruitment related information. Contact hours are from 09.00am to 05.00pm

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