

Coach-Catch up Club - (ICDP-SJ) Project

SKS Foundation

Vacancy

02

Job Context

SKS Foundation in partnership with Save the Children is going to implement Integrated Child Development Program-Shishu Jonno (ICDP-SJ) in Gaibandha District. Following positions will be recruited for implementing the project's interventions.

Job Responsibilities

- Observe the delivery of CuC sessions, providing feedback and onsite support to each facilitator's capacity development area.
- Support facilitators (CLFs/CLIFs) to design their session plans and model activities.
- Assist to PC to plan Catch-up Club related and community-based activities as per Details Implementation Plan (DIP)/program guidelines.
- Plan for the community mobilization and engage community in planning & implementation of program activities effectively.
- Explore opportunities and methods of providing distance support to the facilitators.
- Assist to PO in assessing appropriate program needs through sharing the learning.
- Assist in identifying programmatic challenges and assess needs of the program at community level.
- Assist in preparing monthly/quarterly/yearly activity plan as per DIP/program need.
- Prepare monthly work plan and different event plan in time engaging stakeholder/community.
- Conduct mapping exercise at her/his areas on Catch up Club activities involving community and compile community profile.
- Ensure effective implementation of activities of Catch-up Club activities according to DIP & program guideline.
- Coordinate with teachers, school management committees, community groups and parents/caregivers to support the sharing of best practice.
- Support in selection of schools and Catch-Up Club centers i.e., Learner selection, Conduct parenting, Assessment, ensure materials, Communication with all stakeholders and program participants to ensure benefit to the children.
- Organize community level meeting/ orientation/sharing to sensitize schools and community to be more responsive to create a child friendly environment.
- Facilitate and ensure enrolment of all eligible/surveyed children in Catch up Club and primary schools including hard to reach areas.
- Distribute/assist to distribution of all program materials/logistic to CuC interventions i.e., CuC, Primary School and ensure optimum use of it.
- Organize weekly learning circles and facilitate session with CLF/CLIF about their weekly reflections on CuCs

- Organize different event at community & school level i.e., Parenting, Bi-monthly meeting, Assessment, by ensuring active involvement/participation of community, SMCs, CSG, UP and schoolteacher.
- Facilitate Volunteer, SMC, schoolteacher to organize mother gathering/parents' awareness sessions.
- Attend parents' education session and community level meeting and support CLF/CLIFs.
- Assist SMC/UP and schoolteacher to select CLF/CLIF for programs as per program guideline.
- Coordinate with SMC, teacher, UP, CSG and local elite and rapport building with the stakeholders for effective implementation of program.
- Maintain strong coordination with other SJ program/component (ECCD,AD&CP) and implement program through integration effectively.

Employment Status

Full-time

Educational Requirements

- Bachelor degree in any discipline
- Bachelor's degree in social science/ or in relevant discipline.

Experience Requirements

- At least 3 year(s)
- The applicants should have experience in the following area(s):

Additional Requirements

- Age at most 40 years
- Both males and females are allowed to apply.
- 02 (three) years' working experience on education program or rural development. Preference will be given to the candidate having experience on education program (ECCD & Primary Education) and integrated child development. S/he expected to have sound knowledge on community mobilization and good skills on facilitation, inter-personal communication, organizing event, influencing, reporting, and writing skills in Bangla. Knowledge on community level education, community motivation, and participatory approach will added advantage. S/he/should have mentality to perform his/her responsibilities to stay in his/her assigned union.
- Have passion for our mission and a strong desire to impact in children's learning improvement
- Be a proactive and innovative thinker who achieves results and creates positive change
- Have a very high level of personal and professional integrity and trustworthiness
- Embrace diversity and a commitment to collaboration
- Thrive in a fast-paced and fun environment

Job Location

Gaibandha

Salary

Tk. 21000 (Monthly)

Compensation & other benefits

- T/A, Weekly 2 holidays, Mobile bill
- As per organizational policy and project guideline.

Read Before Apply

Interested Candidates are requested to apply online (<http://www.sks-bd.org/index.php/career>) SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

*Photograph must be enclosed with the resume.

Application dead line

10 june,2024