**Rights Jessore**

119/2, Mahima Mahal, Ghope, Jashore

**Vacancy Announcement for Project Officer of Rights Jessore**

**Project Background**

**Rights Jessore** is a leading human rights organization in Bangladesh dedicated to protection and promotion of human rights, prevention of human trafficking and providing service to the victims of human trafficking. Since 1991, Rights Jessore has been working for providing supports to victim rescue, repatriation, reintegration and rehabilitation.

Rights Jessore is going to implement “Provide protection and reintegration assistance to the repatriated victim of trafficking (VoTs) during COVID-19Pandemic” a nine months project. The project is funded by the United Nations Office on Drugs and Crime (UNODC) through partnership with Rights Jessore in Jashore and Narail districts in Bangladesh. The project objective is to provide reintegration assistance to vulnerable VoTs and have better access to immediate and gender-responsive support and psychological counseling to VoTs. The project will assist the repatriated VoTs to have better access to protection services and reintegration assistance that have been decreased as a result of COVID-19. The project will provide immediate support to repatriated VoTs with food and non-food items, accommodation support if required, clothing, and/or medicines, including sexual and reproductive health services, based on their needs. In this regard, Rights Jessore invites application for the position of Project Coordinator for project locations.

**Position Summary**

The position will be responsible for the overall implementation of the project activity at project location. The Project Coordinator will identify project beneficiaries and support to provide reintegration support to vulnerable victims of trafficking. The Project Coordinator will work in two project districts like Jashore, and Narail to implement the project.

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| Position Title | **Project Coordinator** |
| Number of Post | 1 |
| Position reports to  | Director Program of Rights Jessore |
| Major Job Description / Responsibility | * Project Coordinator will be full time position of this project and work in the project locations.
* Project Coordinator will be responsible for district, upazila and union level activities of the project.
* Project Coordinator will be responsible for identifying project beneficiaries according to the project guideline.
* Project Coordinator will provide support to vulnerable victims for reintegration assistance.
* Project Coordinator will mobilize community support group for reducing the re-trafficking risks of vulnerable victims.
* Project Coordinator will assist to collect victims (young boys and girls) for organizing vocational training.
* Provide monthly plan and organize the activities according to project work plan.
* Support all co-staffs to collect and manage the data and information related to the project activities
* Support beneficiaries in proceeding to access to any services from any service providing organizations
* Develop different kind of quality documentations, stories, best practices and positive changes in beneficiaries lives etc.
* Prepare and ensure timely and accurate monitoring, programmatic and periodic reports for the donor agency.
* Attend various internal and external meeting, seminar, and workshops that relevant to the project
* Perform any other related duties or responsibilities that may be assigned by the organization and donor agency
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| Job Nature | Full time |
| Educational Requirements | Master’s in Social Science/Bachelor Degree |
| Experience Requirements | * Minimum 1 year of similar experience in trafficking and migration sector.
* Professional work experience in reintegration support and management of human trafficking survivors and its reporting.
* Experience in Human Trafficking project will be added value for this position.
* Good skill in documentation and report writing in English. Working knowledge of MS Office applications and Power Point
* The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
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| Job Location | Jashore, and Narail District |
| Compensation | Monthly gross salary BDT 29,500 other admissible benefits as per project support.  |

**Apply Instruction**

Interested individuals are requested to send updated CV, cover letter and photograph at **applyrj@gmail.com** or hard copies of the application can also be sent to the President, Rights Jessore, Mahima Mahal, 119/2, Jail Road, Jessore-7400, Bangladesh.

\*Please insert the name of the post applied at the top of the envelop

**Application Deadline: August 30, 2022**