

Case Management Officer (CMO)

Daridra Bimochon Shangstha (DBS)

Vacancy

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Job Context

Daridra Bimochon Shangstha (DBS) is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

Job Responsibilities

- Perform individual assessments through psychometric profiling and, identify potential program participants for Business Management Training (BMT) and Apprenticeship Program (AP);
- Provide individual and group counseling, assist in career planning assessing program participants' needs, preferences & abilities and support them to succeed in their roles through close supervision, mentoring, and coaching and;
- Facilitate sessions in training/workshops/courtyard meetings and coordinate with other actors to ensure referral and the transfer of cases where RAISE does not have the capacity or specialized support;
- Enter and update data into Case Management System (CMS) software and analyze them according to the demand of PMU;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly, and half-yearly progress reports in time; and
- Perform any other tasks assigned by the management.

Employment Status

Full-time

Work Place

- Work at office. Extensive field visit is required.

Educational Requirements

- Master's Degree in Social Work/Social Welfare/Sociology/Psychology/Clinical Psychology/Educational Psychology/Education from any Govt. Approved University;
- More than one 3rd Division/Class in examinations will not be accepted;

Experience Requirements

At least 5 years of relevant experience in Case Management/Psychosocial Counseling/Information Management/Training in the development organization.

Additional Requirements

- Age at most 45 years.
- Training in Case Management, Counseling, Entrepreneurship Development, Management Information Systems (MIS) will be treated as extra quality;
- Good operating skills of Microsoft Office (especially MS Word, MS Excel, MS PowerPoint) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

Job Location

Meherpur, Chuadanga, Kushtia, Jhainadah.

Salary & Allowances:

Consolidated Tk. 45,000/- (BDT Forty Five Thousand) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Daridra Bimochon Shangstha (DBS) is an equal opportunity organization.

Daridra Bimochon Shangstha (DBS) is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and expects staff to promote the welfare of children and adults at all times. Daridra Bimochon Shangstha (DBS) expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate this commitment are recruited to work with us.

Qualified women are strongly encouraged to apply. The authority (DBS) reserves the right to cancel one or any applications at any stage of the recruitment process.

***Photograph must be enclosed with the resume.**

Apply Procedure

Interested candidates are requested to send their CV with a photograph, NID Photocopy, all educational certificate photocopy and **must be a own handwritten cover letter** to the Executive Director, Daridra Bimochon Shangstha (DBS), Ful Bagan Road, Mukharjee Para, Meherpur Sadar, District: Meherpur-7100.

Application Deadline : **16 Jun 2022**

Published On

Date : 31/05/2022

Company Information

Daridra Bimochon Shangstha (DBS) Address :
Ful Bagan Road, Mukharjee Para,
Meherpur Sadar,
District: Meherpur-7100.
Web : www.dbs-bd.org
Business : NGO