

## Job Description

<b>Job Title</b>	Fellow	
<b>Sector/Department</b>		
<b>Theme/Unit/Project</b>	Shurokkha- Advocacy for Employment Injury Insurance (A4EII) project	
<b>Job Summary</b> <i>(In a brief paragraph, state the positions overall purpose or objective, highlighting the general functions for which the position is responsible)</i>		
<p>She/he will be responsible mainly to support project team in delivering and implementing of the project activities. She/he will be responsible for coordinating day to day women's cafe activities and report to line manager on regular basis. She/he must be able to communicate with project partners and other teams/units regarding project and operational issues.</p>		
<b>Responsibilities and Tasks</b> <i>(Describe the major responsibilities, principal tasks, competencies and end results for which the position is accountable. List the responsibilities in the order of importance and state the percentage of time the employee spends on each responsibilities)</i>		
<b>Job Responsibilities</b>	<b>% of time</b>	<b>100</b>
<b>Tasks</b> <ul style="list-style-type: none"> <li>Assist project team in delivering and implementing of the project activities.</li> <li>Maintain regular communication and provide day to day support to partner staffs</li> <li>Monitor the planned activities at filed level to ensure quality and timely implementation of the activities.</li> <li>Ensure proper documentation and assist team to document partners report, participants database, and all other project documents.</li> <li>Assist team in organizing events through arranging venue, logistics and helping in communications with participants.</li> <li>Assist the project team in day-to-day work by providing logistics arrangement and communications support.</li> <li>Perform any other tasks assigned by the line manager.</li> </ul>		
<b>Education &amp; Training:</b> <ul style="list-style-type: none"> <li>Graduation/Post Graduation in relevant subject areas from any reputable university</li> </ul>		
<b>Experience</b> <i>(Number of Years and field of expertise):</i> <ul style="list-style-type: none"> <li>Previous working experiences with NGOs or any voluntary organization preferably worker rights related work.</li> </ul>		
<b>Technical Skills</b> <i>(Examples: languages, planning, budgeting, word processing, advance written and verbal communication, presentation etc)</i> <ul style="list-style-type: none"> <li>Skill on documentation and reporting</li> <li>Good interpersonal skills required to effectively communicate, interact, and work with individuals and groups</li> <li>Ability to work under pressure and deadlines</li> <li>Excellent written and verbal communication skill both in Bangla and English</li> <li>Required MS Office skills specially MS word, MS excel and power point</li> </ul>		