



Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

“Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” Project

Vacancy Announcement

Published Date: 27 February 2026

Submission Deadline: 05 March 2026, 4:30 PM

Zabarang, a local NGO based in Khagrachhari Hill District, invites applications from qualified candidates for the following positions under the above-mentioned project, supported by **Helen Keller International**. The project aims to improve the nutritional status, health resilience, and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts through integrated Nutrition, Food Security, and WASH interventions. Recruitment is subject to final approval and agreement between Helen Keller International and Zabarang.

Name of Position: Field Coordinator

Number of Position: 18 (Eighteen)

No.	Name of Upazila	Number of position	Comment
01	Khagrachari Sadar	2	Qualified local candidates from respective Upazilas will be given priority.
02	Dighinala Upazila	2	
03	Mohalchari Upazila	2	
04	Panchari Upazila	2	
05	Matiranga Upazila	2	
06	Manikchari Upazila	2	
07	Laxmichari Upazila	2	
08	Ramgarh Upazila	2	
09	Guimara Upazila	2	
	Total	18	

Duty Station: Above mentioned Upazila of Khagrachari District

Duration of contract: 8 Months

Salary and Benefit: As per project allocated salary and Other Admissible benefit.

Reports to: Upazila Coordinator

Supervises: Community Nutrition Promoters (CNP)

Job Summary

The **Field Coordinator** supports day-to-day implementation of the project “**Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh**”. The role ensures ensure timely, quality delivery of Nutrition, WASH, and Livelihood interventions to marginalized communities through close supervision of frontline staff and strong engagement with beneficiaries and government service providers.

KEY TASK AND RESPONSIBILITIES

Key Areas of Accountability:

A. Managing Field implementation

- The Field Coordinator will be responsible for all three interventions (Nutrition, Livelihoods and WASH) implementation under her / his assigned unions.



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- Take lead in ensuring the project implementation under all assigned unions as per the plans & guidelines
- Coordinate community-level activities including Mid-Upper Arm Circumference (MUAC) screening of children (6–59 months), referral, and follow-up of **Severe Acute Malnutrition (SAM)** and **Moderate Acute Malnutrition (MAM)** cases.
- Finalize participants for conditional cash transfer (CCT) and facilitate to develop business plan of each selected participant before providing cash grants for business development and income generating activities.
- Ensure utilization of cash support for emergency food support among SAM & MAM children.
- Facilitate implementation of WASH activities, including installation/rehabilitation and monitoring of safe water and sanitation facilities.
- Assist SAM Units by ensuring proper community mobilization and patient follow-up.
- Ensure community awareness activities on nutrition, hygiene, and early care-seeking behaviours are conducted regularly.
- Aware community on available GoB nutrition related services (MoHFW, MoA, DLS etc) and link them with service providers
- Monitor the progress of activities to ensure that the activities are done in a qualitative and quantitative way within the stipulated timeframe.

B. Supervision & Community Engagement

- Supervise Community Nutrition Promoters and volunteers to ensure quality service delivery.
- Conduct household visits, community meetings, and awareness sessions on nutrition, hygiene, and livelihoods.
- Maintain strong relationships with community leaders, beneficiaries' health facility staff, and local government representatives.
- Promote community participation and ownership of project interventions.

C. Monitoring/supervision, reporting and documentation

- Collect activity data and submit weekly/monthly field reports to the Upazila Coordinator/MEAL.
- Support MEAL activities including beneficiary registration, verification, and feedback collection.
- Document field challenges, success stories, and lessons learned.
- Promote Accountability to Affected Populations (AAP) by informing communities about project services and complaint mechanisms.
- Collect and document lessons learned, success stories, and best practices from field level.

D. Coordination, documentation and compliance:

- Coordinate with local health facilities and community structures for referrals and follow-up.
- Coordinate with Sub-Assistant Agriculture Officer (SAAO), Veterinary Assistant and private sector's local service providers.
- Coordinate with DPHE and community level WASH service providers and vendors.
- Ensure activities comply with project guidelines, safeguarding policies, and donor requirements.
- Support logistics and distributions in coordination with Procurement and Finance teams.



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E. General

- Ensure project activities in compliance with donor requirements, organizational policies, and safeguarding standards.
- Coordinate with Finance and Procurement teams to ensure timely utilization of resources and documentation
- Ready to work in any natural disaster or emergency.
- Any other tasks assigned by the Supervisor.

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

Academic: Bachelor / Diploma Degree, preferably in Social Sciences /Nutrition /Public Health / Agriculture/ Business Studies /Development Studies, or any other relevant discipline.

Working Experience: At least 4 years' experience within the area of field implementation of similar types of activities and local level coordination.

Knowledge: Sound knowledge on CHT political, environmental, and social context, nutrition, livelihood and WASH situation and challenges especially in his/her district and upazilas. Technical knowledge on nutrition, health services, food security agriculture and other livelihood components and WASH is desired.

Skills: Skill in project field implementation and local level coordination with community mobilization. Good in computer proficiency in MS Office, ability to work well under pressure and to deal with a variety of issues at the same time. Excellent interpersonal and cross-cultural communication skills.

Attitudes:

- Works well with teams
- Conscious of child protection issues
- Non-discriminatory and gender sensitive
- Willingness to work in remote, and rural locations

Interested person, who meet the above requirement, are requested to submit following documents-

- 1) Cover letter and updated CV with 1 copy of recent passport size photograph;
- 2) Photocopy of last academic certificates;
- 3) Experience certificates;
- 4) Copy of NID.
- 5) A citizenship certificate issued by the concerned Union Parishad Chairman / Municipality Administrator / Mayor.

Applicant can also apply through email at info.zabarang@gmail.com, and CC: info@zabarangbd.org . Only PDF copy will be accepted.

Disclaimer

Only short listed candidates will be called for participation in the interview process. No TA/DA will be provided for attending at the interview. Any persuasion will disqualify the candidate and Zabarang recruitment committee reserves the right to accept, rejects or taking any kinds of decision related to this recruitment.

Eligible female candidates and persons with disability are highly encouraged to apply.



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Read Before Apply:

Zabarang is committed to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions; accordingly all the recruits will go through specific checks and compliance procedures in accordance to its **Child Protection Policy** and **Safeguarding Policy**. Zabarang has 'zero' tolerance towards incidents of violence or abuse against children or women or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.

Please note that:

- Residences Candidates from Khagrachhari Hill District will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with Zabarang Kalyan Samity will get preference.

Interested candidates are requested to submit their Cover Letter, a recent photograph and CV/Resume to the following email address by mentioning the applied position in subject line to the Executive Director, Zabarang Kalyan Samity on or before 5th March 2026, 4:30 PM.

Email address: info.zabarang@gmail.com, and Cc: info@zabarangbd.org or

Hard Copy to: Executive Director, Zabarang Kalyan Samity, Khagrapur, Khagrachhari.

Executive Director
Zabarang Kalyan Samity
Khagrapur, Khagrachhari.