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World Vision Bangladesh Insight

Outreach Mobilization Team Lead

Application Deadline : 25 Nov 2026

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Vacancy: 1
Salary: **Negotiable**

Age: **At least 25 years**
Experience: **At least 3 years**

Location: **Cox`s Bazar (Ukhia)**
Published: **22 Nov 2026**

Applicants are encouraged to submit **Video CV.**

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Application Insights View

Requirements

Education

- Master's Degree in Social Sciences/Food or Nutrition/Development Studies/Agriculture or equivalent or any subject.

Experience

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

Additional Requirements

- Age At least 25 years
- Must have knowledge and skills of project implementation
- Understands business principles and market-based approaches.
- Strong understanding of local economic development and ability to diagnose and assess local economies.
- Familiar with the principles and practice of the value chain analysis and development.
- Excellent facilitation skills.
- Good training skills
- Strong presentation and communication skills to individuals and groups
- Analytical thinking and problem-solving ability
- Ability to translate analysis into activities
- Strong abilities to persuade, network and negotiate
- Proven capacity to plan and organize complex operations
- Experience in Managing Voucher based Commodity Distribution and Management in Relief / Refugee / Emergency context is an added advantage.
- Candidates should also have at least 1-2 years' previous experience in a related field.
- Basic computer literacy using of Microsoft Office (Microsoft Word, Excel, MS Power Point), & other database program.
- Minimum 3 years' experience with NGOs or international development organisations in food security/nutrition/emergency project or

programme

- GFA program Demonstrated commitment to World Vision values and philosophy, and capacity to engage with the broader community in living these values.
- 80% field-based work / field visit and 20% Office based

Responsibilities & Context

Position Purpose:

- The purpose of the position is to ensure the program is conducted according to set standards and also attending to the different stakeholders meeting. Emphasis will be on quality and accountability of GFA programming, within the framework of integrated food / cash resources into World Vision Refugee Crisis Response.

Key Responsibilities:

Lead the Outreach Mobilization:

- Assist to Outlet Supervisor for smooth operation at the outlet.
- Lead and mobilize field staff & volunteers at the block level and ensure all the staff work accordingly.

Community Mobilization:

- Assist to timely submission of Mobilization and sensitization plan with accuracy
- Assist to develop detail implementation plan for E-Voucher Outlet.
- Make sure that beneficiaries are well sensitize on various issues and food entitlement through Field Mobilizers, community leaders, volunteers, RFSC Majhees.

Transaction:

- Assist to coordinate and supervise all E-Voucher Outlet staff, volunteers, porters and any other community engagement.
- Ensure RFSC and volunteers are functional and coordinate with respective staff, volunteers, porter to enhance their capacity;
- Ensure that all commodities entrusted to World Vision arriving at E-Voucher Outlet are properly accounted for.
- Review the master beneficiary list with active and reload list.
- Ensure that beneficiaries are well aware their food entitlement for EVoucher Outlet.
- Supervise that transaction is carried out according to the ration scales approved.
- Monitor that eligible beneficiary, EVI, Elderly HH received food timely and as per guideline.
- Supervise the daily work in progress and assist to prepare reports for the E-Voucher Outlets.
- Assist to keep close collaboration with senior program staff, other NGO, SM, CiC, community leaders.
- Attend CiC meeting as a WV-B representative in absence of outlet Supervisor.
- Assist to organize and actively participate different meeting at EVoucher Outlet (Pre, post, monthly meeting, meeting with retailers and any other meeting).
- Preserve all records including meeting minutes.
- Willing and ready to work in any natural disaster or emergency situation anywhere in Bangladesh
- Prepare daily pre & post distribution meeting minutes and assist to OS to prepare monthly staff meeting
- Organize all sorts of meeting at the outlet and in blocks.
- Assist to prepare daily monthly and quarterly report with accuracy.
- Perform any other duty that may be assigned by supervisor from time to time.

Networking and Communication:

- Keep close collaboration with CiC, SM, protection Sector, other NGOs.
- Build strong communication with CiC and WFP Catchment Focal/Representative Last updated: June 2025
- Communication with staff, volunteers, RFSCs, Majhis, Imam, Community key stakeholders
- Willing and ready to work in any natural disaster or emergency situation anywhere in Bangladesh
- Prepare daily, monthly and quarterly report with accuracy.
- Perform any other duty assigned by Program Manager.

Conduct meetings and participation:

- Actively participate at Camp Coordination Meeting and lead the Food Security & Livelihood Sector Meeting and submit the minutesto CiC,

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SMS and Program management

- Prepare all types of meeting minutes (Camp Coordination, Food sector, RFSC, Staff coordination, signed and send to Program Manager monthly
- Monthly coordination meeting with all staff, documentation of the report and motivate them
- Meeting with volunteers and retailers to implement the GFA activities.
- Motivate to staff and volunteers to their daily activities and act as a mentor of them.
- Supervise and assist to organize the capacity building training of volunteers, RFSC, porters and any other training that need.

Field level monitoring:

- Monitoring of Staff movement, Sensitization at block level
- Movement to block level once a week and report to Program Manager
- Verification of new beneficiaries, exclusion and inclusion and Feedback from beneficiaries
- Any other tasks assigned by the Supervisor.
- Support to Help Desk, OMTL, M&E

Reporting and documentation:

- Monthly, Quarterly and year end Progress (Narrative) report to Program Manager within schedule date (Monthly report-3,Quarterly-5 and Year end 7-days) of the following month.
- Monthly NGO report to CiC send to Program Manager on the 1st day of the month for signing
- Monthly Staff meeting
- RFSC Meeting
- Camp Coordination Meeting
- Food Sector meeting
- Retailers meeting
- Volunteers and Porters meeting
- Majhi/ Imam/ Community leaders meeting
- Any other meeting like; Protection, WFP catchment
- All the meetings will be documented, filing and send one copy to Palong Office on schedule date

Engagement and Communication with WV Management:

- Supervision of Monthly LDR of all staff at the end of the month
- Trainings, Performance Goal settings, Staff evaluation and report to Program Manager and BRCR Management

Skills & Expertise

Other Relevant Skills

Monitoring and Evaluation | Stakeholder Management | Distribution Management | Community Mobilization | General Insurance

Employment Status

Full Time

Job Location

Cox`s Bazar (Ukhia)

Apply Procedure

Apply URL:

https://worldvision.wd1.myworkdayjobs.com/WorldVisionInternational/job/BRCR---Palong/Outreach-Mobilization-Team-Lead_JR54132