

Post: Case Management Officer (CMO)

The Case Management Officer (CMO) will be responsible to enhance the quality of project implementation, maximize satisfaction of the project participants as well as stakeholders. The successful candidate will be accountable for the trainee's enrolment process to employment with the support of other PIU staff.

Major 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.

Educational and other Qualifications

- 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;
- 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.

Experience

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

Age Limit: Maximum 45 years.

Work Station: Sherpur; extensive field visit is required.

Assignment Duration: Tentative 5 Years (Annually renewable based performance)

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

Read Before Apply

Qualified women are strongly encouraged to apply

Rural Development Sangstha (RDS) the authority 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 handwriting application along with an updated CV (Mention the addresses and mobile numbers of two prominent people who know you), the latest passport size photographs (4 copies), copies of all academic and experience certificates, national ID card, Deposite slip of Tk. 200 for an exam fee in favor of Rural development Sanstha (RDS), A/C no: 6201100020696, Sonali Bank, Sherpur Branch. Addressing the application Executive Director, Rural Development Sangsha, 49, Griddanarayanpur, Sherpur Sadar, Sherpur -2100. Only short-listed candidates will be invited through their mobile number for the selection process. Please write the position`s name at the top right-hand corner of the envelope. The authority reserves the right to accept/reject any application and to add/relax any terms of the recruitment circular.

Application Deadline: 20 Jun 2022