

Job Title:	Field Organizer, MF
Number of Vacancy:	Not specific
Program/Department:	Micro Enterprise
Job Location:	Chattogram, Chattogram Hill tracts, Rajshahi and Cumilla
Salary:	As per policy
Employment Status:	Full-time

Job Context:

IDF works for the poor and disadvantaged people of remote, difficult, hilly and unserved areas of Bangladesh. IDF focuses on unserved poverty-stricken areas to ensure that every citizen of Bangladesh is provided with financial services and opportunities. IDF designs financial and social products to bring a sustainable development in the life of poor people. The financial products are credit for income-generating activities and short/long term savings. Other products provided by our organization are micro insurance for life, health related programs, income-generating activities, disaster management support, technology transfer, value chains development, solar home system for power, solar mini-grid, etc.

Job Responsibilities:

The duties and responsibilities of the Field Organizer are as follows:

- Ensure the Management of kendro/somiti's member admission and cancellation including Loan Scheme, Loan Proposal, Savings Deposit and Return, Information on Micro Credit and Member Welfare Fund. Arrangement of Seating of Members in kendro/somiti, Receipt of Signatures of Members in Resolution Book, Verification of Members' Attendance Will record in the resolution book.
- Following the specific rules in the branch area of organization, communicate with the local public and target group and evaluating credit worthiness of prospective clients
- Fill in the loan application form through resolution at the somiti level and cross check whether the information is correct. Collection of loan proposals by accepting the signatures of the members, guardians of the members, group chairmen and the head of the kendro from the kendro meeting.
- Perform all the functions including the monthly opening and closing balance in the collection sheet of all the kendro/somititis as far as the staff is concerned.
- Ensure that collections from the member are deposited at the branch office properly and timely manner.
- To select the members according to the characteristics of loan program of the organization and to take measures to include them in the group structure.

- To form the group regularly in the presence of all the members and to fill the member admission form as per the decision of the group and submit it to the branch manager for final recognition.
- After the recognition of the group, all the savings collected from the members are deposited in the pass book and the member is given the pass book and the savings are deposited in the office and the relevant activities are completed.
- Conduct regular kendro meetings on specific days and times of the week. Collecting installments and savings including loan and savings passbook and collection seat entry by maintaining discipline in the kendro meeting.
- Return to the branch at the end of the kendro meeting and deposit the collected money in the office as per the rules of the organization.
- Timely & effectively follow up & monitoring of loans to avoid overdue.
- Accountability for all its functions to the Branch Manager.
- To carry out any other relevant tasks assigned by the Authority as and when necessary.

Educational Requirements:

Bachelor/Degree pass from any Government approved University/College/ institution.

Experience Requirements:

Able to show experience of working with National / International NGO and experience of working in the Chittagong Hill Tracts will get preference.

Additional Requirements:

- Age limit for the applicant would be 30 years.
- Excellent communications skills in Bangla.
- Good knowledge in excel and Micro-finance software.
- Ability to work under pressure.
- Excellent networking, communication, negotiation and interpersonal skills.
- Ability to work effectively with people from diverse backgrounds
- Willingness to travel to, and work in, remote areas.

Read Before Apply

Any form of persuasion will disqualify the candidature before or after the final selection. IDF is an equal opportunity employer. IDF will right authority on this requirement process recognize, withdraw and others.

Apply Procedure

Interested professionals are requested to submit their CV and Cover letter with signed, NID, passport size photo image on or before 5:00 PM, 28 February 2021 to HR Department, IDF Head Office, House No: 20, Avenue: 2, Block: D, Mirpur 2, Dhaka – 1216 or email: idfhoird@gmail.com. The Envelop or Subject must be marked with the title of the post. Only shortlisted candidates will be called for the assessment.

Application Deadline: 28 February 2021