



Ovibashi Karmi Unnayan Program (OKUP)

OKUP is a rights based migrant organization. OKUP promotes and protects human rights, labour rights, justice and dignity of all migrant workers irrespective of gender, across borders, through putting migrants' perspectives at the centre of migration discourse at all levels through unity and empowerment of migrant workers themselves.

OKUP invites applications for the position of 'Field Organizer' for its project.

Contact address: Shawdagor Garden, 466, Donia Post Office Road, Jatrabari, Dhaka-1236, Bangladesh, www.okup.org.bd

Job Description – Field Organizer

Job Title	:	Field Organizer (one position)
Project/Program	:	OKUP
Probation Period	:	3 months
Job Type	:	Contractual (Extendable based on performance and available fund)
Job Station	:	Brahmanbaria Sadar
Reported to	:	Project Officer and Project Manager

Specific roles and responsibilities are as follows:

- Overall responsible for the implementation of all planned activities in the field level in due time with maintaining quality
- Organize and facilitate different trainings, orientations, sessions, meetings etc.
- Identify subagents and prepare their database
- Responsible for organize and facilitate different activities, like, Union and Upazila based committee, BMET/ DEMO registration, referral etc.
- Maintain regular correspondences with Union, Upazila and District level duty bearers, especially of the labor migration sector
- Attend in different meetings, workshops, advocacy type discussion and day celebration at local level
- Develop periodical reports and share with the Project Officer and Manager timely.
- Coordinate and cooperate with other colleagues and Project Manager
- Take regular field visit to disseminate safe migration related information and services
- Assist migrant community to access government entitlements and justice
- Coordinate, Liaison and facilitate with different NGOs and Government offices for the smooth implantation of the project activities
- Represent OKUP when and where necessary
- Ensure very high standards in financial and logistics management to meet accountability and transparency

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required

Qualifications and Experience
<p>Essential:</p> <ul style="list-style-type: none"> • Bachelor/ Master's degree in social science or relevant discipline • Demonstrated experience and capacity as Field Worker/ Community Worker/ Mobilizer/ Organizer for at least one year in reputed development organizations • Demonstrated capacity in documentation, analytical ability and quality report writing both in English and Bangla • Excellent working experiences with government structures and key stakeholders at union and upazila level • Excellent experience of the rights-based approach and pursuing rights for a disadvantaged group • Pro-activeness and leadership capacity • Ability to meet deadlines and work under pressure <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in working on labor migration, anti-trafficking or modern slavery projects/programs. • Experience in adaptive management
Competencies
<ul style="list-style-type: none"> • Self-motivated, proactive and target oriented • Good report writing along with analytical skills • Ability to work in a team and lead a team • Willingness to work in a flexible schedule and travel in Bangladesh frequently • Have good interpersonal and communication skills
Job Location: Brahmanbaria sadar Upazila, Brahmanbaria
Salary Range: Gross 23,100/- per month
Other Benefits: As per organizational rules
<p>Submit a covering letter explaining how your experience meets this position and a CV to: hr.ad.okup@gmail.com or OKUP Brahmanbaria Field Office, 924 Hamim Vhabon, Datiara, Opda Road, Brahmanbaria sadar. Phone: 01852-258868</p>
Application Deadline: 31 August, 2025

***N.B. OKUP is an equal opportunities employer and does not discriminate between sex, religion, age, ethnicity, HIV status and disability.
Internal candidates may apply as well.***