

STEPHEN HEMBROM

Address: Nobo Jatra Project, Dacope Field office, Chalna Bazar (South part), Dacope, Khulna, Dacope, Khulna

Mobile No 1: 01715127245

Mobile No 2 : 01726291582

Mobile No 3 : 01714110046

e-mail : munkubabu@yahoo.com, stephenhembrom@yahoo.com



Career Objective:

Looking for advancing my career by a challenging position within a caring organization where I will be able to escalate my work experience and demonstrate my leadership abilities.

Career Summary:

A passionate development worker with 7+ years of experience and Bachelor of Business Administration graduate an organized and detail-oriented, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure, elaborated in from planning to implementing quality activities, to communicate with beneficiaries, children-parents-families-groups and liaising with GO, I/NGO and Civil Societies.

Special Qualification:

Field Office Manager (FOM) Acting. Experience in Social Inclusion, WASH, Health and Nutrition Systems Strengthening, Gender and Youth Development, Good Governance & Social Accountability, Market Development and Economic Market system.

Employment History:

Total Year of Experience : 13.2 Year(s)

1. Social Inclusion Specialist (October 1, 2020 - Continuing)

Nobo Jatra Project, World Vision Bangladesh

Company Location : Nobo Jatra Project, Dacope Field Office, Dacope, Khulna

Department: Good Governance, Gender and Youth Development

Duties/Responsibilities:

To provide technical guidance and support to all NJP program sectors by ensuring that social inclusion through good governance, accountability, gender, and youth are implemented as cross cutting activities under Nobo Jatra. This position based at the Upazila responsible to provide support to integrate governance and gender issues in the field level activities, local level government/government institutes. Support in building governance, gender and youth development programming and maintaining a community of good practice across all components through monitoring, evaluation, accountability and learning as well as to generate quality reporting to the next level supervisors.

- . Ensure adherence to/implementation of social accountability, good governance, youth, and gender integration strategy
- . Liaise with different stakeholders to serve as a focal point for gender, youth and good governance in local coordination meetings
- . Ensure the sustainability of different community groups to raise their voice and leadership in an effective way
- . Improve the relationship with government officials at district, Upazila, and union parishad to implement the activities to ensure governance, gender, and social inclusion
- . Ensure the proper monitoring of project intervention in lenses of governance, gender, and social inclusion as well as proper documentation regarding this.
- . Facilitate social inclusiveness in stakeholder gatherings, meetings, and training.
- . Facilitate capacity building with a particular focus on ensuring social inclusiveness, including inclusive decision making, inclusive gender and youth equitable participation.

2. Field Office Manager (FOM) Acting (October 1, 2020 - Continuing)

Nobo Jatra project, World Vision Bangladesh

Company Location : Nobo Jatra Project, Dacope Field Office, Dacope, Khulna

Department: Management and Program

Duties/Responsibilities:

The Field Office Manager is the team leader coordinates programmatic implementation of activities at field level and represents the program at the Upazila level. The Field Office Manager provide leadership and coordination during implementation of Nobo Jatra program activities in the Upazila assigned. Responsible for strengthening partnership with all partners of the program. Operational support to staff, effective program support and resource mobilization, joint planning and coordinating with the partners as well their capacity building, maintaining close liaison with GoB and other counterparts and effective coordination with Nobo Jatra management in other Upazilas and at the central level.

- . Partnership strengthening, coordination and capacity building
- . Workplace management
- . Coordinate program operations
- . Representation and communication
- . Management of disaster preparedness and response
- . Performing any general responsibilities

3. Gender Officer (Additional Role) (April 1, 2019 - October 31, 2019)**Nobo Jatra Project, World Vision Bangladesh**

Company Location : Nobo Jatra Project, World Vision Bangladesh

Department: Cross Cutting Component

Duties/Responsibilities:

Responsible to provide support field level activities at community level, local level government / government institutes and other stakeholders. Also provide support in building gender programming capacity and maintaining a community of practice across all partners, project activities monitoring, evaluation, accountability, and learning and also to generate quality reporting reflecting gender.

- > Gender and Advocacy capacity building to staff and selective community representatives.
- > Internal and external networking with different organization at district, upazilla and union level in ensuring strong referral linkages with local government institutes, NGOs, International and local civil society organizations and other institutions on advocacy related gender and GBV matters.
- > Evidence based best practices/learning documented and shared at local level (District and Upazilla).
- > Contribute to enhancing the quality of the program in gender lens engaging all stakeholders at Upazilla and Union Level.
- > Work with P&C to foster a gender-friendly working environment.
- > Personal and Professional development.

4. Good Governance & Social Accountability Officer (January 3, 2016 - September 30, 2020)**Nobo Jatra Project, World Vision Bangladesh**

Company Location : Nobo Jatra Project(NJP), World Vision Bangladesh, Dacope Field Office, Dacope, Khulna

Department: Good Governance & Social Accountability

Duties/Responsibilities:

To provide technical guide and support to the partner NGO for implementing good governance component of the USAID funded, Nobo Jatra Program in the respective Upazila. Responsible for the implementation of the local level governance and advocacy activities of the Nobo Jatra Program, including strengthening village, Union Committees, supporting PNGO and Community based CVA groups.

- . Improve social accountability of service provider for the most vulnerable by local Govt. authority
- . Facilitate local service system strengthening process by using effective advocacy tools
- . Ensuring PNGO Staff are effectively train and monitoring local level advocacy work
- . Ensuring that good governance process benefits are sustained
- . Project implementation as per the program design
- . Community Transformation
- . Documentation and Reporting as required
- . Networking & Advocacy with effective relationship developed with stakeholders

5. Sponsorship Child Protection Officer (June 16, 2011 - September 30, 2015)**World Vision Bangladesh**

Company Location : Kalkini Area Development Program, Kalkini, Madaripur.

Department: Sponsorship Project

Duties/Responsibilities:

Program intervention planning and Budgeting. Selection sponsors children and maintains. Monitoring and documentation. Take Snap and video shooting of sponsor children. Correspondence with the sponsor. Translation English to Bangla IL, LA, and GN communication. The response of support office queries. Annual Progress Report and Christmas card preparation. Maintain coordination. Data entry (STEP and SD+). Strengthen child forum.

6. **Voluntary Service in World Vision Bangladesh (January 5, 2010 - February 24, 2011)**

World Vision Bangladesh

Company Location : P.O. Box No-9071, Banani, Dhaka □ 1212, Bangladesh.

Department: HR & OD Division

Duties/Responsibilities:

Responsible for duties of systematic process file documentation preparation, data entry of HRIS software, CV Shorting. Correspondences and reporting. To establish effective working relationships, Communication with the stakeholders using both formal & informal interactions. Organize training, orientation. Conducting training process also staff transfer issue development. Documentaion.

7. **Executive Registration (June 14, 2009 - December 16, 2010)**

Concord Real Estate & Building Products Ltd.

Company Location : Concord Centre. 43, North Commercial Area. Gulshan-2

Department: Registration Department

Duties/Responsibilities:

Responsible duties for the Registration and Administration Department. Flate registration and handover to the client. Systematic file preparation, data entry. Correspondences maintain. Documentation and reporting. Update registration vat, tax confirmation. Communication with land registration officer.

8. **Intern (February 16, 2009 - May 30, 2009)**

CARITAS Bangladesh

Company Location : Outer Circular Road, Shantibagh, Dhaka -1217,

Department: HR Department

Duties/Responsibilities:

Internship completed within Caritas under the HR Division, National Office Dhaka for the fulfillment of the BBA program from the (UITS). To complete the formalities and other necessary knowledge, skills, and experiences to meet future challenges and professional pursuits.

Academic Qualification:

Exam Title	Concentration / Major	Institute	Result	Pas.Year	Duration	Achievement
MBA on (HRM) & Management	Human Resource Management (HRM)	University of Information Technology & Science (UITS)	CGPA:3.5 out of 5	2011	Two years	With excellent result
Bachelor`s of Business Administration (BBA)	Management Studies and Marketing	University of Information Technology & Science (UITS)	CGPA:3 out of 5	2009	4 years	Excelent
Higher Secondary Certificate (HSC)	Business Studies on Management and computer	Samim & Shakil Karigori College	First Division, Marks :95%	2000	Two years	Excelent
SSC	Science	Mahmud Bag Islamia High school	First Division, Marks :95%	1998	One year	Excelent

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
TOT on Standing Committee & Budgeting of Union Parishad	Standing Committee Role and Responsibility & Budgeting process of Union Parishad	National Institute of Local Government (NILG) & Nobo Jatra Project	Bangladesh	Khulna CSS AVA Center	2019	3 Days
CASE STUDY RESEARCH	Gender trans-formative social accountability for inclusive WASH	DFAT Water for Women Fund & SHOMOTA Project	Bangladesh	National Office, World Vision Bangladesh	2019	4 days
Situational Leadership II (SLII) Programme	My Challenging Management Situation	Nobo Jatra Program, World Vision Bangladesh (USAID Funded)	Bangladesh	Khulna City Inn	2018	17,18 July
ToT on Beneficiary Census and Registration Process	Transect Walk - Social Mapping -Wellbeing Analysis - Census Questionnaire & ODK database field test	Nobo Jatra Program, World Vision Bangladesh	Bangladesh	Khulna, CSS, Ava Center	2016	13-16 June, 2016
Citizen Voice of Action (CVA)	Improved social accountability of service provision for vulnerable men and women	World Vision Bangladesh	Bangladesh	Khulna, CSS, Ava Center	2016	13-15 December, 2016
Gateway to Grants Workshop	Introduce with Nobo Jatra Project description, Goal, Purpose and sup purpose also source of funding.	USAID	Bangladesh	Dhaka, Hotel Sherina	2015	6-10 December-2015
Child Development	Ensure Child well-being in the community	Women and Child Affairs Gov: and UNICEF.	Bangladesh	Barisal BDS Centre	2014	09-13 February, 2014
Basic Report Writing	Profession Project Report writing and preparation	BRAC	Bangladesh	Barisal, CARITAS	2014	3-17 April, 2014
Communication & Management	Sponsorship communication and management	World Vision Bangladesh	Bangladesh	Bhandariya	2014	11-13 May, 2014
TOT on Facilitation Skills	Incrise facilitation skill	BRAC	Bangladesh	BRAC Learning Center (BLC) Khulna	2012	11-13 August, 2012
Child Protection in emergency	Child Rights in Bangladesh	UNICEF and World Vision Bangladesh.	Bangladesh	Dhaka, Khulna	2012	Five days
Sponsorship Management Training	Basic training on Sponsorship Project	World Vision Bangladesh	Bangladesh	Khulna	2011	16-20 November, 2011

Fredskorpset-youth preparatory Course	Cross Culture Issues	Norwegian Youth Council (LNU) Ministry of Foreign Affairs of Norway.	Norway	Oslo	2004	16-20 August, 2004
Christian Disciples Fellowship Course	Christian Faith	New Life Centre, Kadihati, West Bengal India.	India	Kolkata	2003	01-30 August, 2003
Development Workers	Project Development	KOINONIA	Bangladesh	Mirpur	2001	11-15 November, 2001
Disaster Management	Disaster prevention	KOINONIA	Bangladesh	Mirpur	1999	19-21 October, 1999

Professional Qualification:

Certification	Institute	Location	From	To
Introduction to the Core Humanitarian Standard	Humanitarian Leadership Academy	Online course	April 14, 2020	April 15, 2020
Let Break the Chain of COVID-19 Infection	The MBRU University of Medicine and Health Sciences	Online Community Immunity Ambassador Program	April 3, 2020	April 4, 2020
Coronavirus Diseases (COVID-19)	General of Health Service	Online Course MC-Q393776L5876500236S	March 31, 2020	April 2, 2020
Operation planing guidelines and COVID-19 to support country prepartness	World Health Organization (WHO)	Online course	March 29, 2020	March 30, 2020
Research Award: Gender transformative social accountability for inclusive WASH	DFAT Water for Women Fund & SHOMOTA Project	Chalna Dacope, Khulna	June 30, 2019	July 3, 2019
Gender Officer (Additional)	Nobo Jatra Project, World Vision Bangladesh	Dacope Chalna, Khulna	April 1, 2019	October 31, 2019
Good Governance & Social Accountability Officer	Nobo Jatra Program, World Vision Bangladesh (USAID Funded)	Dacope, Khulna	March 15, 2018	September 30, 2019
Community Development Officer (Good Governance & Advocacy)	Nobo Jatra Program, World Vision Bangladesh (USAID Funded)	Chalna, Dacope, Khulna, Bangladesh	December 6, 2015	March 14, 2018
Child Protection Officer	World Vision bangladesh	Kalkini, Madaripur	June 16, 2011	June 23, 2015
Voluntary on (HR & OD Division)	World Vision Bangladesh.	National Office	January 5, 2010	February 24, 2011
Executive Registration	Concord Real Estate & Building Products Ltd. Concord Centre	Commercial Area. Gulshan-2 Dhaka - 1212	June 14, 2009	December 16, 2010
Internship In Caritas Bangladesh (HR Department)	CARITAS	Outer Circular Road, Shantibagh, Dhaka -1217	February 16, 2009	May 30, 2009

Career and Application Information:

Preferred Job Category : NGO/Development, HR/Org. Development
Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 78000
Expected Salary : Tk. 110000
Preferred District : Anywhere in Bangladesh.
Preferred Country : Australia, Canada, Germany, Japan, United States
Preferred Organization Types : Govt./ Semi Govt./ Autonomous body, NGO, Trading or Export/Import, Embassies/Foreign Consulate, Manpower Recruitment, Tobacco, Immigration/Visa Processing, Importer, Professional Photographers

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• Researcher• Human Resources• Training module develop• Project Management• Gender development• policy advocacy• Community Development• Compliance Management• Project Planning• Liaison	Knowledge on property/asset and equipment management in compliance with WV internal and donor requirements as well as grant budget management and expense monitoring in accordance with donor rules and regulations to ensure clean A-133. Ability to handle sensitive and confidential information with absolute discretion in mandatory to the position and not doing so. Excellent communications and management skills. Ability to be self-starter who is able motivates team members to achieve common goals. Ability to work with multiple deadlines and high demands. Possesses good leadership skills. Good knowledge and skills in forecasting and budgeting. Proven management and leadership ability. Good communication and networking skill. Decision making and conflict resolution skills. Competent in using MS word, MS Excel and Power Point presentation. Ability to work under stressful condition and adaptive to local culture and situation.

Extra Curricular Activities:

Ability to assess the effectiveness of activities and if required to adapt approach. An evaluating and questioning mind. SMART leadership with good communication

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
Santali	High	High	High
English	High	High	High
Hindi	Low	Low	Medium

Personal Details :

Father's Name : Lukash Hembrom (Late)
Mother's Name : Emily Soren
Date of Birth : February 17, 1981
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 2692620332972
Religion : Christianity
Passport No : BL0929677
Passport Issue Date : 9/21/2016
Permanent Address : Vill: Adompur, Post: Bagdahat, PS: Gobindogonj, Dist: , Postal Code: 5740, Gobindhaganj, Gobindaganj, Gaibandha 5740
Current Location : Khulna

Reference (s):**Reference: 01**

Name : Nirmal Sarker
Organization : World Vision Bangladesh
Designation : Good Governance and Social Accountability Manager
Address : Prionty Dham, House # 10/9, Pujakhola, Shoshan Ghat Road, Choto Boyra, Sonadanga, Khulna-9100
Phone (Off.) : 01730356635
Phone (Res.) : 01730356635
Mobile : 01730356635
E-Mail : Nirmal_Sarker@wvi.org
Relation : Professional

Reference: 02

Early Binson Murmu
Helvetas Swiss Intercooperation Bangladesh
HR Manager Country Office
Helvetas Swiss Intercooperation Bangladesh House 13/A NE(K), Rd 83, Dhaka 1212
01718047995
01718047995
01718047995
early.murmu@helvetas.org
Professional