

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 Specialist, WASH, Health and Nutrition Systems Strengthening Technical Specialist, Gender and Youth Development, Good Governance & Social Accountability, Advocacy and Networking,

Employment History:

Total Year of Experience : 13.1 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 & Social Accountability and Gender

Duties/Responsibilities:

- . 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. Acting Field Office Manager (FOM) (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:

- . 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. **Good Governance & Social Accountability Officer (January 3, 2016 - Continuing)**

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 facilitate and implement good governance component of the USAID funded, Nobo Jatra Program in the respective Upazila. Partner NGO management. Implementation of local-level governance and advocacy activities, including strengthening village, Union and Upazila Committees, supporting Community-based CVA groups. Community Transformation into IGA. Effective working relationships developed with stakeholders. Government liaison maintains, Planning and budgeting. Work with consortium partners. Local-level advocacy work with government service. Field Research. Prepare a case study and success story. Donor management.

4. **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:

Partner (PNGO) management. Planning and budgeting. Lead in the integration of gender, disability inclusion and sustainability strategies of the project. Manage the job capacity building for team members. Provide leadership in achieving the goal and outcomes of the project. Lead technical and support team members in project implementation. Manage the relationship with donor /secondment in-country.

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	Nobo Jatra Program, World	Bangladesh	Khulna, CSS, Ava Center	2016	13-16 June, 2016

	Questionnaire & ODK database field test	Vision Bangladesh				
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 coruse	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 	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

<ul style="list-style-type: none"> • Project Management • Gender development • policy advocacy • Community Development • Compliance Management • Project Planning • Liaison 	<p>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 world, MS Excel and Power Point presentation. Ability to work under stressful condition and adaptive to local culture and situation.</p>
--	---

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):

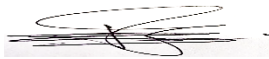
Reference: 01
 Name : Nirmal Sarker

Reference: 02
 Md. Mahabubar Rahman

Organization	: World Vision Bangladesh	Nobo Jatra Project, World Vision Bangladesh
Designation	: Good Governance and Social Accountability Manager	Field office Manager (FOM)
Address	: Priority Dham, House # 10/9, Pujakhola, Shoshan Ghat Road, Choto Boyra, Sonadanga, Khulna-9100	Dacope Field Office, Chalna Bazar (South Part) Dacope Khulna
Phone (Off.)	: 01730356635	01708123864
Phone (Res.)	: 01730356635	01708123864
Mobile	: 01730356635	01708123864
E-Mail	: Nirmal_Sarker@wvi.org	mahabubar_rahman@wvi.org
Relation	: Professional	Professional

Certification

I certify that, to the best of my knowledge and belief, this CV correctly describes my qualifications, my experience and me. I understand that any willful misstatement described herein may lead to my disqualification.



Signature: