

Community Facilitator

SKS Foundation

Vacancy

02

Job Context

SKS Foundation in partnership with Muslim Aid –UK is going to implement **School Led Community Resilience to Disaster and Climate Risks (SLCRDCR)** Project in Sundarganj Upazilla of Gaibandha District. Following positions will be recruited for implementing the project's interventions.

Job Responsibilities

- Responsible for planning of the project activities at assigned areas.
- Participate the preparatory activities of the project including participatory planning, selection of schools.
- Ensure timely and quality implementation of the project activities;
- Organize trainings for Community, Student, SMC, Teachers. DMCs and other stakeholders.
- Organize and conduct day observation Upazila& Union level.
- Conduct quality delivery of capacity building trainings on implementation of DRR interventions-such Disaster preparedness.
- Conduct School Safety Plan, Gender Action plan, Awareness Session, plantation at school and community level.
- Regular communication with schools, committee members and other stakeholders.
- Assist in administering project activities at field level.
- Assist school-based procurement committees in procurement of planned items required for renovation and maintenance.
- Assist admin and finance department of project in preparation and accumulation of bills for adjustment

Employment Status

Full-time

Educational Requirements

- At least Bachelor Degree in Social Science or relevant field

Experience Requirements

- At least 3 years work experience in the relevant fields.

Additional Requirements

Age at most 35 years

- Both males and females are allowed to apply.

- Attend in coordination meetings at school level.
- Coordinate with school-based procurement committees, teachers and other stakeholders at school level.
- Coordinate with UP and Upazila level stakeholders. Must have knowledge and proven experience in project implementation at field level as per plan,
- Excellent skills on capturing best practices and formulating case studies
- Have passion for our mission and a strong desire to maintain congenial and comfortable environment atmosphere among the field or project office.
- Ensure security of project assets.
- Maintain chain of command as per organizational policies.

Job Location

Gaibandha

Salary

Tk. 20,000 (Monthly)

Compensation & other benefits

T/A, Weekly 2 holidays,

As per organizational policy and project guideline.

Read Before Apply

Interested Candidates are requested to apply to Deputy Director, HR SKS Foundation, College Road, Uttar HorinSingha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview.

***Photograph** must be enclosed with the resume.

Apply Procedure

hr@sks-bd.org

Application Deadline: 28 October 2023

Project Engineer

SKS Foundation

Vacancy

01

Job Context

SKS Foundation in partnership with Muslim Aid -UK is going to implement **School Led Community Resilience to Disaster and Climate Risks (SLCRDCR)** Project in Sundarganj Upazilla of Gaibandha District. Following positions will be recruited for implementing the project's interventions.

Job Responsibilities

- Develop monthly and quarterly plan on priority basis following the project approved plan of activities specially the school renovation.
- Renovation/maintenance needs assessment and plan for implementation in consultation with relevant department or persons.
- Prepare the BoQs and design the school WASH, Ramp, Solar System other project defined intervention in selected schools considering DRR and CC.
- Orient the construction safety plan to Labor, SMC, Teachers and school student and maintain safety during repair work at school level.
- Conduct consultation with SMC and teachers and Community to identify the appropriate oversight mechanism and unplaced during repair and renovation work.
- Maintain the guidelines including environmental EIA during repair and renovation work.
- Strictly follow the approved budget for the relevant hardware activities in the project.
- Feasibility assessment considering environmental issues in mind.
- Facilitate the technical sessions for the project staffs and in the school management committees as well (if applicable).
- Maintain liaison with school authority, education department in implementing hardware activities.
- Site assessment, risk/hazard assessment and site planning and development activities in support of required activities.
- Ensure technical guidance/direction and a high technical quality of implementation in line with standards, guidance and BOQs.
- Prepare and review detailed designs, drawings, specifications, bills of quantities (BoQ), tender documents and material lists for all school renovation and repair works.
- Prepare a detailed implementation workplan in consultation with project staff, and maintain regular tracking with necessary adjustments to ensure timely completion of all school renovation and repair works.
- Daily monitoring of all school renovation and repair works.
- Provided technical support, guidance and instructions if required to contractors.

- Follow up, inspect and ensure project materials are delivered in field in a timely manner, in good quality and quantity.
- Monitor and supervise activities which are implemented by contractors, or laborers for quality assurance/control and timeliness.
- Will be responsible for all relevant procurement for the project renovation and repair activities and engaging contractor where applicable following SKS procurement policies and complying with donor guidelines.
- Prepare respective technical report and technical progress report as per project document and guideline.
- Control budget for the repair and renovation activities coordinating with Muslim Aid UK Bangladesh through Project Manager.
- Coordinate with project team for achieving monthly, quarterly beneficiaries as targeted in the project proposal.
- Support and assist to the MEAL team for data collection and documentation of the project activities.

Employment Status

Full-time

Educational Requirements

- Bachelor/Diploma in Civil Engineering

Experience Requirements

- 3-5 years of experiences in designing, planning and managing civil works at school or community level.

Computer skill

Additional Requirements

Age at most 40 years

- Assist in planning and organizing project hardware intervention, guide project staff and relevant committees on hardware implementation.
- Should have hands on experience in designing and estimating (BoQ) renovation and maintenance related works at school level.
- Ensure quality of structural work as per project requirements.
- Excellent at Micro Soft Office package especially infrastructural drawing and design related software (e.g. auto CAD).
- Ability to deal with GO & NGO and other service providers.
- Willing to drive Motorcycle and should have valid driving license

Job Location

Gaibandha

Salary

Tk. 50,000 (Monthly)

Compensation & other benefits

T/A, Weekly 2 holidays,

As per organizational policy and project guideline.

Read Before Apply

Interested Candidates are requested to apply to Deputy Director, HR SKS Foundation, College Road, Uttar HorinSingha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview.

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Apply Procedure

hr@sk-sbd.org

Application Deadline: 28 October 2023

Project Manager

SKS Foundation

Vacancy

01

Job Context

SKS Foundation in partnership with Muslim Aid -UK is going to implement **School Led Community Resilience to Disaster and Climate Risks (SLCRDCR)** Project in Sundarganj Upazilla of Gaibandha District. Following positions will be recruited for implementing the project's interventions.

Job Responsibilities

- Developing effective detail implementation plan in participatory processes with project staff and involving the community and other relevant stakeholders.
- Responsible to coordinate and collaborate with respective local government bodies, administration and Primary & Secondary Education Department, School Teachers, SMCs and DMCs at Upazila and District level to effectively.
- Responsible to develop project operations SOP/guideline to achieve each outputs of interventions and arrange project staff orientation and training on the SOP/guidelines.
- Ensure required approval of local government and administration for project's interventions, events and acquire certificate for submission to NGOAB
- Ensure the safe school frame work standard and Safeguarding to at every level of project activities during implementation.
- Ensure the timely implementation of the project planned activities in line with approved budget in consultation and technical guidance from MABCO.
- Prepare and Monitor the monthly, quarterly and yearly wise the implementation status and achievement of the project.
- Monitor the plan of actions of the Project Engineer, Technical Officer-DRR & Capacity Building, Accounts, and Admin & HR Officer and ensure guidance for achieving the results.
- Realistic planning of staffing consulting with line management
- Monitoring of budget and share with relevant colleagues of the project.
- Follow budget breakdown done by Muslim Aid Bangladesh for all relevant activities and get prior necessary approval.
- Ensure the project visibility at Upzila level.
- Interaction with different committees of schools and supervise closely how effectively staffs are performing their tasks complying with guidelines and give feedback.
- Realize local context, social culture, behavior, practice and believes of the community to observe how effectively the staffs are dealing with their assigned tasks in the intervention areas and give feedback.

- Ensure and support to plan and guide capacity building of the students, teachers, DMCs, SMCs, the youth group/women including partner staffs in the targeted areas regarding DRR, CCA, early warning and early actions etc.
- Communicate and coordinate regularly with Upazila administration and education departments, DPHE, different disaster management committees update them about project activities.
- Ensure, monitor and provide guidance to Assist project staffs renovation and maintenance supports, school interventions and community intervention.
- Coordinate project coordination meetings and relevant meetings
- Guide project staffs organizing orientation, training, workshops, rallies, seminars etc. as and when required
- Ensure individual monthly schedule of the project staffs.
- Coordinate with project participants, community people, elite, leaders, local govt. representatives and stakeholders associated directly/indirectly into the project activities,
- Coordinate with Muslim Aid UKBangladesh Country office, UP, Upazila authority and other government offices for the sake of the project interventions.
- Organize relevant coordination meetings in the project area
- Ensure timely procurement of school renovations and other project requirements/ logistics.
- In Consultation with MABCO if needed any modification or revise of activities prepare the documentation and justification.
- Closely monitor the financial budget/burn rate and raise the fundrequest timely.
- Support to the Finance, Admin and HR officer for ensure the compliance
- Ensure preparing and submitting of relevant progress reports (Quantitative and qualitative) as per project need and agreed with management (Monthly, quarterly and annual).
- Ensure and facilitate monitoring and evaluation (MEAL) activities (Monthly & quarterly reporting, Baseline, assessment, PDM etc.) are planned and undertaken as part of project implementation, and that evidence of impact is documented and disseminated to relevant stakeholders.
- Support to project staff on preparation of monthly action plans and activity reports of projects and prepare monthly, quarterly and completion reports of the projects and event reporting
- Ensure and Support on data collection, Capture lessons and learning for replication, make case study and ensure effective reporting and communications of project impacts
- Closely monitor project work plans and budgets, ensuring that all activities are in line with DRR & Climate standards and appropriately implemented.
- Make sure Complaint Response Mechanism (CRM) including a hotline is in place and operational in coordination with the MEAL Manager and SKS process.
- Ensure community participation in the assessment and planning process

Employment Status

Full-time

Educational Requirements

- Masters in Social Science or relevant field.

Experience Requirements

- At least 6 years work experience of which 3 years managerial experience.

Computer skill

Additional Requirements

Age at most 45 years

- Must have knowledge and proven experience of project management & implementation, financial management, monitoring, staff supervision & development, networking with local govt. and other stakeholders,
- Excellent skills on report writing in English,
- Computer skill on MS Office,
- Have quick decision making and problem solving capability and to meet deadline.
- Should have valid driving license and willing to drive Motorcycle

Job Location

Gaibandha

Salary

Tk. 60,000 (Monthly)

Compensation & other benefits

T/A, Weekly 2 holidays,

As per organizational policy and project guideline.

Read Before Apply

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Apply Procedure

hr@sks-bd.org

Application Deadline: 28 October 2023

Technical Officer DRR & Capacity Building

SKS Foundation

Vacancy

01

Job Context

SKS Foundation in partnership with Muslim Aid -UK is going to implement **School Led Community Resilience to Disaster and Climate Risks (SLCRDCR)** Project in Sundarganj Upazilla of Gaibandha District. Following positions will be recruited for implementing the project's interventions.

Job Responsibilities

- Prepare a detailed implementation plan in consultation with project staff and line management and maintain regular tracking with necessary adjustments to ensure timely completion of all DRR and CC related activities at School and community level.
- Develop DRR and CC intervention-related capacity-building training modules as per the project work plan.
- Provide necessary orientation and training to the project personnel in relation to DRR and CC interventions and relevant Capacity Building of the target audience.
- Ensure supportive supervisions and guidance to the Project staff for quality and timely completion of capacity and awareness building related project activities.
- Provide technical direction and ensure high quality of the capacity building training and awareness activities matched with proposal.
- Conduct and ensure quality delivery of capacity building trainings on implementation of DRR interventions-such Disaster preparedness.
- Conduct School Safety Plan, Gender Action plan, Awareness Session, plantation at school and community level.
- Extend technical support to the project staff specially Community Facilitators as and when required.
- Prepare disaster preparedness and awareness-related activity plan, roll out the plan and document them and generate reports
- Prepare DRR IEC/BCC materials in accordance with MABCO regulations and roll out at field level.
- Liaise and collaborate with relevant local authorities and other key stakeholders to ensure smooth completion of capacity building and awareness activities.
- Organize learning –sharing and coordination workshops in coordination with MABCO at union and upazila level.
- Assist Community Facilitators to prepare plan of activities to achieve the goal and objectives of the project.
- Ensure and monitor the daily work schedule of Community Facilitators including ongoing hardware activities.
- Ensure and achieve monthly and quarterly target as mentioned in the project documents under his/her jurisdiction.

- Communicate with School Management Committee (SMC), Parent Teacher Association (PTA), procurement committee, UP and Upazila authority to ensure relevant assistance for implementation of planned activities.
- Orient and assist Community Facilitators for their capacity building.
- Supervise daily field activities and guide the Community Facilitators.
- Ensure coverage of targeted beneficiaries and maintain registers.
- Monitor so that the Community Facilitators understand the planned activities and corresponding number of targeted beneficiaries.
- Assist Community Facilitators to deal with different stakeholders efficiently, effectively and collaboratively
- Coordinate with project team for ensuring necessary support to the selected schools in respect to renovation and maintenance as per plan.
- Ensure necessary reports and documents to Project Manager maintaining set deadline.
- Ensure coordination and communication with relevant stakeholders at UP, Upazila and district level.

Employment Status

Full-time

Educational Requirements

- Masters in Social Science or equivalent degree;

Experience Requirements

- 3-years relevant experiences in managing School Safety and community disaster and Climate Risk activities

Computer skill

Additional Requirements

Age at most 40 years

- Experience on developing training module on DRR and CC.
- Experience of community mobilization, training/meeting facilitation;
- Capacity building of stakeholders including project staffs;
- Support Community Facilitators in planning and implementation of the project;
- Maintain liaison with selected schools, education department officials, Upazila Administration, DMCs and other stakeholders to maximize project impacts;
- Reporting and documentation of the project activities periodically;
- Good at computer applications of MS Word, Excel, PowerPoint and using e-mail.
- Willing to drive Motorcycle and should have valid driving license.
- Should have knowledge applying PLA/PRA, RRAP tools in planning, monitoring activities at community level

Job Location

Gaibandha

Salary

Tk. 35,000 (Monthly)

Compensation & other benefits

T/A, Weekly 2 holidays,

As per organizational policy and project guideline.

Read Before Apply

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hr@sk-sbd.org

Application Deadline: 28 October 2023

Accounts, Admin and HR Officer

SKS Foundation

Vacancy

01

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Job Responsibilities

- Ensure office cleanliness and work environment by the project support staffs on regular basis.
- Follow up projects fixed assets and inform whole team for proper maintaining of project assets.
- Assist and Support to the Project Manager for maintain SKS HR policy and other policies.
- Supervise the responsibilities of other staffs in the operational team of the project.
- Preserve all relevant documents consulting with Project Manager.
- Plan effectively for security of the office.
- Ensure all sorts of administrative and financial support for project staffs.
- Ensure all administrative support when required during implementation of any activities.
- Ensure payments of office utilities and rent regularly.
- Keep strong communication and coordination with Project Manager, Other team member, Core finance team, and MABCO finance team for financial and administrative matter.
- Monitor budget head wise allocation and inform Project Coordinator before over expenditure happen.
- Monitor procurements and purchase by cross checking at field .
- Prepare financial reporting on monthly, quarterly, six monthly and yearly and share with Project Manager and SKS Core finance management before submitting to donor.
- Prepare projects fix assets list and updates on regular basis and include FIS report.
- Prepare Monthly FIS report and share with Project Coordinator.
- Prepare Fund Request when needed.
- Ensure the financial reporting in time or on demand of donor.
- Required to maintain accurate and up-to-date accounts for all activities and ensure the systems, practices and culture for transparent financial record-keeping including VAT.
- Adequate preservation of financial documents throughout the contract period.
- Completion of financial audit by external audit team and updates as per findings.
- Up to date preservation of staff information and related documents
- Assist Project Coordinator to prepare yearly/revise budget.
- Ensure timely payment of all bill and vouchers to the vendors as well as staff travels and other bills

- Follow the procurement policy of the organization and preserve all relevant documents of procurements.
- Maintain the inventory of the project assets, furniture and fixtures and update regularly.
- Ensure timely plan for procurement
- Ensure the project procurement as per the plan with maintaining all compliances.

Employment Status

Full-time

Educational Requirements

Masters/ Bachelor degree in commerce.

Experience Requirements

- 3-years relevant experiences in managing School Safety and community disaster and Climate Risk activities

Computer skill

Additional Requirements

Age at most 40 years

- At least 05 years of working experiences in Account and administration section in NGO/INGO. Experienced and skilled in budget preparation; budget control, expenditure and procurement; book keeping; banking; inventory management; logistical support; VAT/Tax; financial reporting and documentation. Computer (MS Office) skill is essential.
- Should have good understanding on financial management basic principles and rules
- Should have experience in preparing monthly, quarterly and annual financial report statement.
- Maintaining cash book, ledgers and different registers related to accounts management.

Job Location

Gaibandha

Salary

Tk. 30,000 (Monthly)

Compensation & other benefits

T/A, Weekly 2 holidays,

As per organizational policy and project guideline.

Read Before Apply

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