



VACANCY ANNOUNCEMENT

SKS Foundation in partnership with CARE Bangladesh is going to implement the Northern Bangladesh Disaster Preparedness (NOBADIP/নবদীপ) Project from 01 August 2021 to 31 August 2022 in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

PROJECT MANAGER (1 position): Monthly salary Tk. 40,118

Required Qualifications: Bachelor/Master's degree in any discipline; preference will be given to post graduate degree in Social Science or Development Studies.

Overall Responsibilities: Project Manager will be responsible for the timely and quality implementation of all deliverables on behalf of the organization: *plinth raising at HH and community level, FPP volunteers' selection and capacity building*; Community Mobilization; Local Coordination and Donor Reporting. S/he will supervise all field level activities to ensure that all staffs are working according to the project workplan. S/he will be responsible for local level coordination to ensure community and administration's buy-in; provide systematic feedback for smooth implementation of program activities in all the targeted Unions and Upazilas. He will also be responsible for supporting the preparation and full implementation of the Monitoring Evaluation and Learning (MEL) Plan and Environmental Mitigation and Management Plan (EMMP) and Climate Risk Management Plan (CMP). S/he will be responsible for timely reporting (narrative, financial and MEL) and ensuring environmental, quality control and administrative/ financial compliance of the donor. S/he will maintain regular liaison with the Program Manager-NOBADIP to plan and implement all activities and timely and adequate donor reporting.

Expected competencies: At least 05 years' working experience in any National/International NGO; At least 02 years' experience in similar position. Experienced in developing annual, quarterly and monthly plans, budget and reports; Able to provide technical guidance to, and mobilize logistic supports for, and supervise the project staff for effective implementation of project activities; Day to day coordination and monitoring of project activities Guide the project team in organizing communities and support community based organizations for their organizational and technical capacity building; Guide the project team in the plinth Raising activities maintaining quality and Environmental Compliance. Management capacity development of project staffs and volunteers through mentoring and coaching; Coordination and maintain liaison with government bodies and key stakeholders; Familiar with bio-physical and socio-economic condition of Northern Char Districts particularly Gaibandha district. Skills in project cycle management; Good understanding on issues of Disaster Risk Reduction and climate change; gender equity, protection and multicultural intervention. Proficient in MS Office tools (Word, Excel, Power Point); Good verbal and written communication skills in local language, English and Bengali; Pro-active and participatory decision-making and problem-solving; Ability to communicate with people from different cultures and backgrounds; Have non-discriminatory & gender sensitive, transparent, accountable, and positive attitude. Motorcycle driving skills with valid driving license is mandatory for this position.

PROJECT OFFICER (2 position): Monthly salary Tk. 35,105

Required Qualifications: Bachelor/Masters in Social Science or equivalent.

Overall Responsibilities: Project Officer will be responsible for implementation of all Upazila level activities in the assigned Upazila and act as the focal point at the Upazila level. S/he will be assisted by the Field Facilitator. S/he is responsible for ensuring all *plinth raising at HH and community level, FPP volunteers' selection and capacity building, CRA-RRAP* activities are implemented according to the work plan. Will regularly coordinate with the CARE's Technical Coordinator - Capacity Building and Learning- NOBADIP to ensure MEL Plan implementation, generate KML documents such as developing training modules, CRA/RRAP tools etc. Will regularly coordinate with the CARE's Sr. Project Officer, Structural on all technical issues to ensure sustainable plinth raising at HH and community level. Supervise the field facilitators for

proper and timely implementation of the activities. The Project Officer will submit report inputs to Project Manager. All Project Officer will be reportable to Project Manager.

Expected competencies: At least 3-4 years working experience in managerial positions including 2 years' experience in program implementation, monitoring and Staff Supervision. Good negotiation skills. Strong field facilitation skills, knowledge in pro-poor program implementation. Preference will be given to candidates having prior working experience in the project area having experience in capacity building and plinth raising activity. Knowledge of Environmental compliance and implementation of Climate Risk Management Plan (CRM). Knowledge of good governance, DRR gender equity and multifaceted intervention. Willing to spend significant time in the field Any other tasks assigned by supervisor/ management. Have non-discriminatory & gender sensitive, transparent, accountable, and positive attitude. Motorcycle driving skills with valid driving license is mandatory for this position. Familiar with bio-physical and socio-economic condition of Gaibandha district; Ability to work in a team with good interpersonal skills. Ability to prioritize activities to act and decide promptly. Proficient in MS Office tools (Word, Excel, Power Point); Good verbal and written communication skills in local language, English and Bengali; Pro-active and participatory decision-making and problem-solving; Ability to communicate with people from different cultures and backgrounds; Experience in Cash for work (CFW) modality through Mobile Money Transfer (MMT) will be prioritized. Good understanding on issues related to gender equity and protection

FIELD FACILITATOR (04 positions): Monthly salary Tk. **19,558**

Required Qualifications: Bachelor degree in any discipline; this may be relaxed for the highly experienced person.

Overall Responsibilities: *Field Facilitator* will be responsible for the implementation of all union level activities in Upazila/ Union and will act as the focal point at the Union level. S/he will be responsible for implementing all activities-*plinth raising at HH and community level, FPP volunteers' selection and capacity building; Community Mobilization, conduct CRA-RRAP, Union level coordination.* This position will submit report inputs to the Project Officer. The Field Facilitators will report to the Project Officer.

Expected competencies: At least 02 years' relevant working experience in any National/International NGO; Preference will be given to candidates having prior working experience in the project area and experience of: Implementing the project activities in the field; Carry forwarding community capacity building assessments; Carry forward plinth raising activities at field level, experience in Cash for work (CFW) modality through Mobile Money Transfer (MMT) will be prioritized. Good community mobilizing, consultation and session facilitation skills. Coordination and maintain liaison with communities, civil society groups and local stakeholders; Any other tasks assigned by supervisor/management. Skills in Community Consultation and Process Facilitation; Effective Problem solver. Good verbal and written communication skills in local language and Bengali; Ability to work remotely in the field; Experience in Cash for work (CFW) modality through Mobile Money Transfer (MMT) will be prioritized. Good understanding on issues related to gender equity and protection.

Interested Candidates are requested to apply online (<http://www.sks-bd.org/index.php/career>) to Assistant Director, HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Photograph must be enclosed with the resume. Only short listed candidates will be called for interview. **Women are especially encouraged to apply.**