

SKS Foundation

01. Project Manager

Vacancy

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Job Context

SKS Foundation is going to implement a sub-project titled “**Promoting resilient green growth in dairy sub-sector through ensuring RECP**” as a part of the ‘Sustainable Microenterprise and Resilient Transformation (SMART)’ project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under “**Cattle and Buffalo**” sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and SKS Foundation.

The Objectives of the project is;

- To adopt resource efficient, cleaner production and good farming practices.
- To adopt climate resilient technologies.
- To promote circular economy.
- To increase technical knowledge and capacity of the MEs.
- To assist entrepreneurs in expanding the market for dairy products.

Job Responsibilities

The ‘**Project Manager**’ is responsible for overall implementation, supervision and monitoring of the project at the field. His/her duties and responsibilities, which are essential but not limited to:

- Coordinate project management activities, resources, equipment, and information.
- Provide strategic direction for project implementation and supervise the project.
- Identify and mitigate project risks and issues to ensure successful project delivery.
- Facilitate project meetings, training, and workshops, and Environment Club meetings
- Manage project budgets, procurement, reimbursement, as well as track project performance.
- Ensure and supervise documentation on events, program learnings and impact, case studies, and reports.
- Ensure and supervise preparation and submission of project progress reports in a timely manner (monthly, quarterly, yearly).
- Maintain regular communication and collaboration with PKSF regarding sub-project implementation.
- Maintain liaison and coordination with local government as well as govt. offices such as DAE, DoF, and DoE.
- Report to senior management regarding project progress regularly.
- Any other tasks or duties assigned by the senior management of the SKS Foundation.

Employment Status

- Full-time,

Educational Requirements

- Should have a BA/BSS/B.sc/B.Com. (Pass) degree with master degree or BBA or Bachelor degree (honors) in any subject from a UGC-approved university.
- B.Sc. in DVM/ Animal Husbandry will be preferred.

Experience Requirements

- Minimum six (6) years of working experience in project management (only full-time work experience after graduation will be considered).
- Relevant working experience with PKSf or any project funded by multi-lateral
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;
- Should have Good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.

Age Limit:

Maximum 50 years of age on the last date of application.

Salary:

- Monthly consolidated salary is **BDT 70,000/-**
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization's policy.
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

Job Location: Gaibandha District.

Read Before Apply

Interested Candidates are requested to apply through online to Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, 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. Women's are actively encouraged to apply.

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

Apply Procedure

Apply online (<http://www.sks-bd.org/index.php/career>)

Application Deadline: **30 April 2025**