

School 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) Phase-III** 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 casestudies
- 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

Sundorgonj, Gaibandha

Salary Tk. 26,000 (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 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.

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

Apply Procedure

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

Application Deadline: 12 November 2025