

Project Manager

SKS Foundation

Vacancy: 01

Job Context

SKS Foundation in partnership with Save the Children International is going to Implement Scaling-up Anticipatory action for Flood Prone areas in the northern district of Bangladesh from February 2023 to 31 January 2024 in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Will be responsible for the timely and quality implementation of all deliverables on behalf of the organization.
- Mobilizing Contingency Fund as per Donor Requirement, Local Coordination and Donor Reporting..
- S/he will supervise all field level activities to ensure that all staffs are working according to the project work plan. 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.
- S/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 stakeholders to plan and implement all activities and timely and adequate donor reporting.
- Ensure that Forecast based thresholds for early actions are improved and implemented in timely manner by involving wider stakeholders at community level and DMC members from Union, Upazila and District

Employment Status: Full-time

Educational Requirements

- Master s Degree in any discipline; Preference will be given to post graduate degree in Social Science or Disaster Management.

Experience Requirements

- At least 7 year(s)

Additional Requirements

- Both males and females are allowed to apply.
- 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.
- 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.
- Candidate have valid motor cycle driving license

Workplace

- Work at office

Job Location

Gaibandha

Salary

- Tk. 60,000 (Monthly)
- Others benefits will be provided as per Organization policy and budget provision.

Compensation & Other Benefits

- T/A, Weekly 2 holidays, Mobile bill

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Interested Candidates are requested to apply through Email 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 are especially encouraged to apply.

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

Apply Procedure

Send your CV to **recruitment@sks-bd.org**

Application Deadline: **31 Jan 2023**