

Coordinator

Daridra Bimochon Shangstha (DBS)

Vacancy

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Job Context

Daridra Bimochon Shangstha (DBS) is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

Job Responsibilities

- Plan and implement outreach and intakes program through community engagement, field visits &, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, training activities, graduation, employment and track project participants' progress & report training outcomes;
- Prepare training plan, assess training effectiveness and take feedback from program participants & stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSF in time;
- Coordinate with microfinance team of organization and Project Management Unit (PMU) of PKSF; and
- Perform any other tasks assigned by the management.

Employment Status

Full-time

Work Place

- Work at office. Extensive field visit is required.

Educational Requirements

- Master of Business Administration/ Management/Accounting/Finance/Economics/ Development Studies/Social Work/Sociology/ Women and Gender Studies or BSc Engineering in CSE/EEE/Civil/Mechanical Engineering from any Govt. approved university;
- More than one 3rd Division/Class in any examination will not be accepted;

Experience Requirements

- At least 10 year(s)
- The applicants should have experience in the following area(s):
Development organization, Others

Additional Requirements

- Age at most 50 years
- 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.

Job Location

Meherpur, Chuadanga, Kushtia, Jhinaidah.

Salary & Allowances:

Consolidated Tk. 60,000/- (BDT Sixty Thousand) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Daridra Bimochon Shangstha (DBS) is an equal opportunity organization.

Daridra Bimochon Shangstha (DBS) is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct and expects staff to promote the welfare of children and adults at all times. Daridra Bimochon Shangstha (DBS) expects all staff and volunteers to share this commitment through our Code of Conduct. We place a high priority on ensuring that only those who share and demonstrate this commitment are recruited to work with us.

Qualified women are strongly encouraged to apply. The authority (DBS) reserves the right to cancel one or any applications at any stage of the recruitment process.

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

Apply Procedure

Interested candidates are requested to send their CV with a photograph, NID Photocopy, all educational certificate photocopy and **must be a own handwritten cover letter** to the Executive Director, Daridra Bimochon Shangstha (DBS), Ful Bagan Road, Mukharjee Para, Meherpur Sadar, District: Meherpur-7100.

Application Deadline : **16 Jun 2022**

Published On

Date : 31/05/2022

Company Information

Daridra Bimochon Shangstha (DBS) Address :
Ful Bagan Road, Mukharjee Para,
Meherpur Sadar,
District: Meherpur-7100.
Web : www.dbs-bd.org
Business : NGO