

VACANCY ANNOUNCEMENT

The Village Education Resource Center (VERC) is a national level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and Dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. VERC is going to implement a sub-project titled 'Promoting sustainable growth in Loom sub sector through RECP practices' 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 Loom sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and VERC. Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

Name of Position: Project Manager (Position -01)

Duties and 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 Handloom Board, BISIC, Ministry of Textile and jute, DoE.
- Report to senior management regarding project progress regularly.
- Any other tasks or duties assigned by the senior management of the VERC

Academic Qualifications:

- Should have a BA/BSS/BSc. /BCom. (pass) degree with master degree or BBA or Bachelor degree (hons) in any subject from a UGC-approved university.
- BSc. in Textile Engineering/ Mechanical Engineering/ Civil Engineering/ Environmental Engineering/ Environmental Science will be preferred.

Working Experience:

- 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 development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

Additional Requirements:

- Must have quick decision making and problem-solving capability.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.

- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. Only women and persons with special needs are equally eligible to apply for the said post.

Age Limit:

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

Salary and Allowances:

- 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:

Araihazar & Sonargaon Upazila under Narayangonj District and Narsingdi Sadar & Polash Upazila under Narsingdi District.

How to apply:

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center (VERC), B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 3 July 2026.