

VACANCY ANNOUNCEMENT

Name of Position: Project Officer

Village Education Resource Center is a voluntary organization registered with the NGOAB (Reg-133), MRA (Reg-01275-00523-00017) and Social Welfare department (Reg-Da-02282). VERC in partnership with the Manusher Jonno Foundation (MJF) is implementing a project titled “Community-based Resilience, Women’s Empowerment and Action (CREA)”. Recruitment against the following project position will be made for implementation of the project interventions:

Vacancy : 01 (One)

Job Description/Responsibilities

- Assist in preparing monthly and quarterly action plans for the respective working areas and staffs.
- Provide need-based support to the Field Facilitators for smooth and effective implementation of the project interventions.
- Provide support to revitalization or activation of UDMCs and UZDMCs.
- Back up support to the FFs to form and mobilize various committees and groups.
- Organize and facilitate community and union level events under the project.
- Assist to prepare various forms & formats of the project.
- Provide need-based support to coordinate and facilitate all kinds of training, workshops and meetings, and communicate with resources for getting special type of technical and logistic supports.
- Supervision of field staff for implementation as per the action plan.

Educational Requirements

Masters in any discipline of Govt. recognize university.

Additional Requirements:

Motorcycle driving with valid driving license.

At least 02-03 years of relevant project experience.

Ability to foster a cooperative work environment.

Smart, energetic and willing to work under pressure.

Basic computer skills with good knowledge on MS office package.

VERC reserves the right to cancel the recruitment process whole or in part without any assigning reason.

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 other policies in their personal and professional lives.

Women and persons with special needs are equally eligible to apply for the said posts.

In case of candidates with more experience; age limit and educational qualification would be relaxed.

Only shortlisted candidates will be invited to appear for the examination.

Salary Range : Monthly Consolidated Salary: 30,000.00-33,000.00 Taka . (Inclusive of all applicable taxes as per the govt. rules)

Age Limit: 35 – 45 years

Interested candidates are requested to apply with a complete resume with two references highlighting details of experience and achievement, 02 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 01 April, 2023.

(Md. Yakub Hossain)

Executive Director

VERC

Name of jobs Portal: bdjobs.com

Date-23/03/2023

