



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

## SDS (Shariatpur Development Society)

### Career Opportunity

Circular Number: 2024-2025.000.25

Published Date: 06/01/2025

Since 1992, SDS (Shariatpur Development Society) has been implementing developmental activities in various districts of Bangladesh as a national level non-governmental development organization with the aim of creating a livable, just and egalitarian and poverty-free society for all. SDS is going to implement the **Loss and Damage Special Initiative** at Shariatpur (Jazira, Naria and Bhedorganj Upazila) Funded by CJRF (Climate Justice Resilience Fund). To ensure the quality implementation of the project. SDS intends to recruit project staff from qualified candidates of Bangladesh Nationals.

|                                |   |
|--------------------------------|---|
| <b>Name of Project</b>         | : Loss and Damage Special Initiative  |
| <b>Project Duration</b>        | : 1 year  |
| <b>Name of Position</b>        | : Field Officer   |
| <b>Vacancies</b>               | : 06  |
| <b>Salary</b>                  | : Consolidated salary Tk: 20,000 per month and other admissible benefits as per project budget.   |
| <b>Education Qualification</b> | : Graduation in any discipline from a recognized university/institution. Educational qualifications are relaxed for experienced candidates.   |
| <b>Experience</b>              | : The applicant should have Project Officer/Program Officer/Field Officer level experience with reputed NGO. Preference will be given to candidates with experience in dealing with disaster risk.  |
| <b>Job Responsibilities</b>    | : <ul style="list-style-type: none"><li>• Make a counseling center for psychosocial and health support services for psychosocial and health care for people affected by river erosion. Special for women and children who are most vulnerable to the psychological impacts of displacement.</li><li>• Organizing various promotions and activities to preserve cultural identity, such as: music, and craft workshops that promote the revival of traditional practices.</li><li>• Planning and implementation of all activities as per work plan and budget maintaining compliances.</li><li>• Regular survey data verification to ensure data quality based on household information, secondary database and existing data at the field level with the daily target.</li><li>• To prepare and send to the supervisor every weekly/monthly progress and financial documents and report preparation, case story and event reports etc.</li><li>• Taking appropriate steps to ensure project rules and orders with donor and organizational policies. And support the project in achieving the planned activities daily within the deadline.</li><li>• Maintain liaison with donors, organizational management and Govt. line officials (Union chairman/member/secretary), community, volunteers, religious leaders, DMC members effectively.</li><li>• Maintain humanitarian national and international standards applicable.</li><li>• Expertise in Kobo tools, MS Office (PowerPoint, word, excel), good command of Bangla and English speaking and writing.</li><li>• Assist in ensuring the protection of children and the elderly at risk.</li><li>• Coordination with Union Parishad, local Elite persons, public and private sector.</li><li>• Any other task assigned by the authority.</li><li>• Work with responsibility and cordially.</li></ul> |
| <b>Age</b>                     | : Minimum 25 years  |
| <b>Job Location</b>            | : Shariatpur  |

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি) **SDS** (Shariatpur Development Society)

|                                    |   |                            |
|------------------------------------|---|----------------------------|
| <b>Application Sending Address</b> | : | recruitmentsdsbd@gmail.com |
| <b>Last Date of Application</b>    | : | 20/01/2025                 |

Interested candidates are requested to send their update CV, Passport size colour photograph with a cover letter for the above position To the Executive Director, SDS (Shariatpur Development Society) SDS Head office, Sadar Road, Shariatpur-8000, Bangladesh. Only short listed candidates will be called for the interview. SDS is an equal opportunity employer.

**Amala Das**  
Deputy Director-HR

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

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