



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

Career Opportunity

Circular Number: 2024-2025.000.22

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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.

Name of Project	: Loss and Damage Special Initiative
Project Duration	: 1 year
Name of Position	: Project Coordinator
Vacancies	: 01
Salary	: Consolidated salary Tk: 55,000 per month and other admissible benefits as per project budget.
Education Qualification	: Post-graduation in Disaster Management/Equivalent or Development studies from a recognized university/institution. Educational qualifications are relaxed for experienced candidates.
Experience	: The applicant should have Project Manager/Coordinator level experience with reputed NGO. Preference will be given to candidates with experience in dealing with disaster risk.
Job Responsibilities	: <ul style="list-style-type: none">▪ Responsible for the overall Project Management, Operation, Coordination and Reporting.▪ Planning and implementation of all activities as per work plan and budget maintaining compliances.▪ Maintain liaison with Disaster Management Committee - DMC members at District, Upazila, and Union levels for the conduction of flood-vulnerable households survey using Kobo tools, community resilience building to disasters, create awareness on flood Early Warning System - EWS of FFWC, Training and Orientation to volunteers, community leaders, Disaster Management Committee - DMC members etc. Work with LGI (Local Govt. Institution) for secondary vulnerable household list/data collection, verification, Disaster Management Committee - DMC meeting arrangement and meeting minute's collection, event report preparation and sharing etc.▪ Regular survey data verification to ensure data quality through spot check, cross-check and real-time field monitoring of filed-level staff.▪ Staff supervision, capacity building and management as required.▪ To prepare and send to the supervisor every weekly/monthly progress and financial report.▪ Taking appropriate steps to ensure project rules and orders with donor and organizational policies. Supervise MEAL Officer, Accounts Officer, Field Officer and Support Staff in achieving the planned activities within the deadline.▪ Maintain liaison with donors, organizational management and Govt. line officials (DC/UNO offices) and departments effectively.

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



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	<ul style="list-style-type: none">▪ To properly fulfill the responsibilities assigned by the authorities in Organization related interests of the organization including providing necessary support to other programs of the organization in the work area.▪ Maintain humanitarian national and international standards applicable.▪ Expertise in Kobo tools, MS Office (PowerPoint, word, excel), good command of Bangla, and English speaking and writing.
Age	: Minimum 40 years
Job Location	: Shariatpur
Application Sending Address	: recruitmentsdsbd@gmail.com
Last Date of Application	: 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

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