

Project Coordinator- Prospect Project

POLLISREE

Vacancy – 01

Job Context

POLLISREE is a well reputed national NGO started its work in 1987 and working in 7 Districts of Bangladesh. POLLISREE to "Promotion of social partnership of empowerment of marginalized communities in 6 Districts at National level in Bangladesh (Prospect)" Project in Rangpur and Dinajpur District which is funded by the BMZ and NETZ-Bangladesh. For smooth implement the project POLLISREE is seeking the qualified staffs according to the following conditions.

Job Responsibilities

Project Coordinator are responsible for the implementation and monitoring of the program in two districts each; management and monitoring of program staff; design and implementation of trainings, workshops; program documentation and reporting; coordination of monthly action plans and team building; coordination of national dialogue and learning trips; communication with authorities; local advocacy responsibility; CSO networks; crisis management if necessary.

Employment Status

Full-time

Educational Requirements

- Master of Social Science (MSS)

Experience Requirements

- 5 to 7 years in relevant field.
- The applicants have experience in the Human Rights and Gender Development.

Additional Requirements

- Age 35 to 45 years.
- Both males and females are allowed to apply.
- Excellent oral & writing skill in English and Bangla.

- Basic knowledge in Computer & Data entry in customized software and familiar with MS. Word, Excel, Email & Browsing.
- Administrative, Advocacy, management, Social Advancement ,Communication/ Public Relation/ Media, Legal Aid & Services, Manual Development/ Documentation, Monitoring, Project Officer/ Area coordinator Supervision.
- Experience on RTI and knowledge on CSO Platform and network organization at Upazila and District level.
- The applicants have experience in the Human Rights and Gender Development
- Past experience in job locality preferred.
- Must be field level experience.

Job Location

Dinajpur, Rangpur

Salary

TK.38000 - 40000 (Monthly)

Compensation & other benefits

- Salary Review: Yearly
- As per Organization policy.

Job Source Bdjobs.com Online Job Posting.

Read Before Apply

Please enclose all supporting papers & mention Telephone/Cell/Mobile phone number. Mention also the position name at the top of envelope. Please endorse two references. Short listed candidates will be called for written and oral test. Women are strongly encouraged to apply.

Apply Procedure Applicant should write a cover letter to Executive Director, Pollisree, Balubari, Dinajpur including CV (Apply through hard copy).**

Application Deadline: December 22, 2020

Company Information POLLISREE Balubari, Dinajpur- 5200

Web: www.pollisree.org (<http://www.pollisree.org>)