



VACANCY ANNOUNCEMENT

SKS Foundation in partnership with WaterAid Bangladesh is going to implement the **LGI Led WASH in Health Project** in Gangni Upazila of Meherpur District. Following positions will be recruited for implementing the project's interventions:

PROJECT COORDINATOR (PC) (01 position): Monthly consolidated salary BDT 44,000+

Required Qualifications and Competencies: Masters in Social Science/MPH/B.Sc. Engineering in (Civil/Water resource/agricultural)/or equivalent University degree. At least 7-10 years working experiences in managerial positions with 5 years in integrated project Management including WASH/health & nutrition/livelihood/food security etc. Experience to work with Union Parishads and health focused projects especially with community clinics and government health care centers will be given priority. Coordinate effective project planning in line with organizational and project compliances, Effective and efficient management of project resources and assets, Project implementation, monitoring, problem solving and decision making, assist to Union Parishads for project planning, implementation, monitoring, financial management, facilitate Upazila and district level training/workshop with govt. and other officials, maintain liaison with district and Upazila level service providers, personnel, financial management of project in line with organizational policy, staff development, training and reporting. Typing skill both in English and Bangla is essential. Age should be within 45.

PROJECT OFFICER- SOCIAL MOBILIZATION (PO-SM) (01 position): Monthly consolidated salary Tk. 34,000+

Required Qualifications and Competencies: Masters in Social Science/communication/Political science/ or equivalent University degree. 5-7 years relevant experience in managing and administering community level WASH /health including adolescent health/nutrition related projects. Have Experiences working for training programs, Training module development, workshop conduction etc. Expected to have knowledge on district, Upazila and union level health services. Planning for community Mobilization, community situation analysis applying PRA tools on WASH, health and nutrition issues, Building capacity Parishads, health care centers and other stakeholders including projects staffs & community. Provide Support to the union team for planning, implementation and monitoring to accomplish projects interventions. Maintain liaison with Upazila level service providers, reporting and documentation of the respective cluster. Facilitate training, orientation, workshop etc. at Upazila and union level. Assist staff deployed by Union Parishads for mass awareness events, community gathering, awareness meeting etc. Typing skill both in English and Bangla is essential. Age should be within 40.

PROJECT OFFICER- ENGINEERING & MONITORING (PO-EM) (02 positions): Monthly consolidated salary Tk. 34,000+

Required Qualifications and Competencies: Having B.Sc. Engineering in (civil/architect /agriculture engineering) or equivalent. 5-7 years of experiences on rural infrastructure development works, developing drawing, design, estimate using software, construction of inclusive WASH facilities at communities and institutions etc. Having experiences on monitoring, documentation and case studies of project activities and quality report preparation. Qualification may be considered as somewhat relaxed in case of highly experienced candidate. This position will be responsible for both engineering activities and monitoring of the project.

Preparing drawing, design and estimates for inclusive WASH hardware facilities for health care centers (community clinics and others) and for community, overall quality control of the construction works following set guidelines, orient the Union Parishads, health care centers on technical aspects, facilitate technical training to stakeholders and mason groups. Ensure water quality and environmental issues related with hardware implementation.

Coordinate implementation of M&E activities and assist to the project staff, monitoring and follow-up of field activities and provide feedback the management, data validation, compilation and analysis, coordinate/facilitate survey and study, report generation and documentation. Experience to operate monitoring software, provide mobile based monitoring system technical support to Union Teams. Typing skill both in English and Bangla is essential. Age should be within 40.

PROJECT OFFICER- ACCOUNTS and ADMIN (PO-AA) (01 Positions): Monthly consolidated salary Tk. 34,000+

Required Qualifications and Competencies: Master's in Commerce preferably in Accounting/finance. Candidates having MBA or CA course completed will be given preference, having 5-7 years relevant working experience in NGOs in development projects. Assist Project team in yearly planning and budgeting, Budget control and regular monitoring of the expenditure trend and share with project head, , Financial reporting and keeping updates all financial documents, Ensure procurement following set financial guidelines both at project and Union Parishad level. Building capacity of project staff and UP secretary/representative on financial issue. Responsible for internal and external audit at both project office and at Union Parishads. Guide and facilitate the Union Parishads for any procurement, payment and inventory management as per MOU and donor compliances. Facilitate and ensure financial reporting from Union Parishads. Typing skill both in English and Bangla is essential. Age should be within 40.

Interested Candidates are requested to apply to **Assistant Director, HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700**

Applications should reach within **13 August 2017** with detailed CV including contact **cell-phone/telephone** number including two references, 2 copies of recent passport size photos and photocopy of all academic and experience certificates. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview. **Women are especially encouraged to apply.**