



VACANCY ANNOUNCEMENT

SKS Foundation in partnership with WaterAid in Bangladesh is going to implement the **South Asia WASH Results Programme (SAWRP-II)** in Ulipur upazila under Kurigram District. Following positions will be recruited for implementing the project's interventions:

PROJECT MANAGER (1 position): Monthly consolidated salary Tk. **38,943**

Required Qualifications and Competencies: Masters in Social Science/MPH/MDS or relevant field with minimum 5-7 years' work experience on WaSH projects of which 3 years managerial experience. Must have Knowledge and experience of project management & implementation, financial management, monitoring, staff supervision & development, networking with local govt. and other stakeholders, excellent skills on report writing on English, computer skill on MS Office, speaking & writing skill in English etc. Must have quick decision making & problem solving capability and to meet deadline. Willing to drive Motorcycle and should have valid driving license.

COMMUNITY DEVELOPMENT OFFICER (3 positions): Monthly salary range Tk. **24,000 – tk. 26,000**

Required Qualifications and Competencies: Masters in Social Science or equivalent degree. 3 years relevant experience in managing and administering community level WatSan project/health related projects; Experience of community Mobilization, community situation analysis on WASH issue; Capacity building of stakeholders including projects staffs & community; Support union team in planning and implementation of the project; Maintain liaison with LGIs and other stakeholders to maximize the resources; Reporting and documentation of the respective cluster. Good at computer applications of MS Word, Excel, PowerPoint and using e-mail. Willing to drive Motorcycle and should have valid driving license. Age should be within 45.

ADMIN & ACCOUNTS OFFICER (01 position): Monthly salary range Tk. **24,000 – tk. 26,000**

Required Qualifications and Competencies: Masters in Accounting/Finance/Accounting & Information System. CA (CC) will highly appreciated. 3-6 years of relevant working experiences in NGOs in development projects. Support project team in yearly planning and budgeting; budget control and regular monitoring of the expenditure trend and share with PC; Financial reporting and preserving all financial documents; Monitor and checking all procurement documents and process and assist the team; Comply with donor compliance and financial guideline. Have computer skill in MS Office package. Age should be within 45.

MONITORING OFFICER (1 position): Monthly salary range Tk. **24,000 – tk. 26,000**

Required Qualifications and Competencies: Masters in Statistics/Economics/ Social Science/Development Studies with 4-6 years relevant work experiences on M&E and Documentation with reputed development organization. Coordinates implementation of M&E activities and assist to the project staff; Monitoring and follow-up of field activities on a regular basis and provide feedback the management; Data compilation, management and analysis; coordinate/facilitate survey and study; Report generation and documentation; Excellent at Microsoft Office package. Willing to drive Motorcycle and should have valid driving license. Age should be within 45.

PROJECT ENGINEER (1 position): Monthly consolidated salary Tk. **29,361**

Required Qualifications and Competencies: Bachelor/Diploma in Civil Engineering/Water resources Engineer/Agricultural Engineer (IWM). 3-5 years of experiences in designing, planning and managing rural small scale Infrastructure, WatSan facilities installation and maintenance. Assist in planning and organizing project hardware intervention, guide project staff and community on hardware implementation; Lead all aspects of implementation structural activities; Ensure quality of structural work as per project requirements as well as water quality and environmental issues related to hardware implementation; Excellent at Microsoft Office package. Willing to drive Motorcycle and should have valid driving license. Age should be within 45.

UNION FACILITATOR (30 positions): Monthly consolidated salary Tk. **12,122**

Required Qualifications and Competencies: Bachelor degree with 2-3 years community mobilization work. Ensure community participation in planning and implementation of the project; Capacity building of the community and other stakeholders at union level in line with sustainability; Monitoring field activities and solving field problem; Assist supervisor to prepare union report. 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 21 March 2017 with detailed CV including contact cell-phone 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.

