

Field Facilitator

Vacancy

02

Job Context

SKS Foundation in partnership with CARE Bangladesh is going to implement a new project titled **Promoting Adaptive Nutrition and Infrastructure (PANI)** Project. Following positions will be recruited for implementing the project's interventions:

RESPONSIBILITY 1: Field Team Supervision&Family Gardening/Nutrition Implementation – 35%

- Supervise, guide, and support Community/Field Facilitators in the day-to-day implementation of project activities according to the approved workplan.
- Lead and oversee the mobilization of target families for FFBS-based climate-resilient gardening and nutrition activities, including beneficiary selection, verification, group formation, and participation.
- Supervise FFBS sessions, practical demonstrations, group meetings, household coaching, and follow-up visits to ensure effective implementation and family engagement.
- Monitor the establishment and progress of household gardens and promote climate-resilient practices, including water-efficient gardening, raised beds, composting, mulching, soil improvement, suitable crop selection, and seasonal planning.
- Promote nutrition-sensitive gardening and dietary diversity by supporting families to increase the production and consumption of diverse and nutritious foods.
- Conduct regular field monitoring to assess activity quality, household adoption, and facilitator performance; identify challenges and coordinate timely solutions with the relevant technical/project team.
- Document and report progress, good practices, innovations, challenges, lessons learned, and beneficiary success stories for project learning and reporting.

RESPONSIBILITY 2: WASH, Hygiene, Nutrition&Community Mobilization – 25%

- Supervise community-level WASH, hygiene and nutrition promotion activities.
- Plan and oversee peer-led hygiene promotion campaigns to reach the wider community.
- Support identification, orientation, and capacity building of community volunteers and peer educators.
- Integrate WASH, hygiene, nutrition, and climate-resilient gardening messages into community-level activities.
- Support training, demonstrations, courtyard sessions, community meetings, and behavior-change communication activities.

- Ensure women, persons with disabilities, vulnerable households, and other marginalized groups are meaningfully included in project activities.
- Provide technical and operational guidance to Community/Field Facilitators for effective community engagement.
- Monitor community response and identify barriers to adoption of improved WASH, hygiene, nutrition, and gardening practices.

RESPONSIBILITY 3: Monitoring, Data Quality&Reporting – 25%

- Conduct regular field monitoring visits to assess the quality, coverage, progress, and effectiveness of project activities.
- Supervise and verify data collected by Community/Field Facilitators and ensure accurate, complete, consistent, and timely household-level data for target families.
- Monitor key project indicators, including FFBS participation, gardening progress, nutrition practices, WASH behaviors, hygiene campaign coverage, and other project targets.
- Ensure proper use of KOBO Toolbox and other approved digital data collection tools, and support baseline, monitoring, end line, post-intervention, and other required surveys.
- Review and verify field reports, attendance records, household records, monitoring forms, photographs, and other supporting documents for data quality and completeness.
- Prepare and submit regular progress and monitoring reports, success stories, case studies, and other project documentation, highlighting achievements, gaps, risks, and emerging issues.
- Report implementation gaps, technical issues, safeguarding concerns, complaints, and risks to the supervisor; follow up on corrective actions and support MEAL, assessments, evaluations, audits, donor verification, and monitoring missions.

RESPONSIBILITY 4: Coordination, Accountability&Team Management – 15%

- Provide day-to-day supervision, coaching, mentoring, and performance guidance to Community/Field Facilitators and conduct regular team meetings and field-level reviews.
- Coordinate with SKS Foundation management, project/technical teams, CARE Bangladesh, local government, schools, community leaders, groups, and other stakeholders as required.
- Support and facilitate project field visits, donor monitoring missions, technical assessments, workshops, consultations, and review meetings, including regular communication with CARE Bangladesh on technical and field-level matters.
- Ensure communities understand project objectives, selection criteria, responsibilities, feedback mechanisms, and promote transparent, respectful, inclusive, and accountable engagement, including proper handling of complaints and referrals.
- Ensure compliance with SKS Foundation, CARE Bangladesh, and donor requirements, including safeguarding, PSEA, child protection, gender, disability inclusion, confidentiality, and anti-fraud principles, and perform other duties assigned by the supervisor or authorized project management.

Employment Status

Full-time

Educational Requirements

- Diploma in Agriculture / Diploma in Agricultural Technology with 3-5 years experiences from a recognized institution.
- Bachelor's degree in agriculture, Agricultural Extension, Rural Development, Social Science, Development Studies, WASH, Nutrition, or a related field will be an advantage.

Experience:

- 3 to 5 year(s)

Age: At most 35 years.

Additional Requirements:

- Demonstrated experience in FFBS, agricultural extension, climate-resilient/homestead gardening, vegetable production, nutrition-sensitive agriculture, and household-level interventions.
- Experience supervising Community/Field Facilitators, managing field activity plans, and conducting community meetings, FFBS sessions, demonstrations, awareness campaigns, and household visits.
- Good understanding of WASH, sanitation, hygiene promotion, nutrition, behaviour-change communication, and climate-resilient agriculture, with practical experience in community-based programming preferred.
- Proficiency in KOBO Toolbox or similar digital tools, MS Word, Excel, PowerPoint, and strong skills in supervision, communication, facilitation, reporting, coordination, data review, and problem-solving.
- Willingness to work in remote, rural, climate-vulnerable, and flood-prone areas. Must possess a valid motorcycle driving license and be willing and able to ride a motorcycle for regular field supervision and visits.
- Report to the designated Project Manager/Project Coordinator/Supervisor of SKS Foundation and provide day-to-day supervision and guidance to assigned Community/Field Facilitators.
- Maintain regular communication with project management on family gardening and nutrition activities, WASH activities, peer-led hygiene campaigns, field progress, challenges, and community feedback.
- Ensure field implementation follows approved workplans, FFBS/gardening guidelines, technical instructions, safeguarding standards, and donor/project requirements.
- Submit timely and accurate field reports, monitoring data, household information, attendance records, photographs, and other required documentation.
- Respond to technical instructions, monitoring observations, review comments, and corrective actions, and support timely resolution of field-level issues.
- Support CARE Bangladesh and SKS Foundation in monitoring, MEAL, assessments, verification, audits, donor visits, and technical reviews, while promptly reporting significant risks and maintaining accurate, confidential, and auditable project records.

Job Location

Gaibandha (Sundorgonj)

Salary

- Maximum BDT. 30,000 (Monthly)
- Others benefits will be as per project budget provision.

Compensation&other benefits

- T/A, Mobile bill, Weekly 2 holidays

Read Before Apply

Interested candidates are requested to send their application along with Curriculum Vitae (pdf copy) with two referees to hr@sks-bd.org mentioning **Subject line of Deputy Director-HR** by **20 September 2026**. Only short-listed candidates will be called for interview. Women are especially encouraged to apply.