

Project Officer

SKS Foundation

Vacancy

02 (Only Female)

Job Context

SKS Foundation in partnership with ANDHERI HILFE, Germany and Co-Finance by BMZ is going to implement **Local Adaptation for Resilience Building (LARB) to Flood Affected Communities in Gaibandha** Project. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Will develop relevant synopsis, module for the planned training, workshop, orientation, awareness sessions etc. to be facilitated at Self Help Groups (SHGs).
- Develop capacity of Field Officers in line with project measures and implementation strategies, assist Field Officers and SHGs to develop their Action Plans and field implementation.
- Compile field level trainings, orientation events, sessions for preparing the compiled report. Will organize project monthly, quarterly or any other meetings sharing with Project Manager,
- Guide Field Officers preparing the profile of beneficiary households,
- Will be responsible for organizing relevant workshops at Upazila, Union and community level.
- Coordinate with Monitoring and Documentation Officer (MDO) for conduction of studies required for the project,
- Formation of Upazila, Union Federations and their capacity building

Employment Status

Full-time

Educational Requirements

- Master's/Honors degree in any discipline. Degree may be relaxed for highly experienced Candidates.

Experience:

- 5 to 7 year(s)

Age:

- At most 40 years. Age may be relaxed for highly experienced Candidates.

Additional Requirements

- Only female candidates allowed to apply.
- Organizing and conduction of community-based training, orientation, workshop etc.
- Having sound knowledge of community mobilization and SHG facilitation.

- Excellent report writing and documentation skills in English and Bangla.
- Proficiency in MS Office applications, particularly Word, Excel and PowerPoint.

Job Location

Gaibandha

Salary

- Salary BDT. 36,500- 38,896 (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@skb-bd.org or recruitment.skshr@gmail.com by **15 September 2026**. Only short-listed candidates will be called for interview. Women are especially encouraged to apply.