

## Project Officer- Community Mobilization

### Vacancy

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### Job Context

SKS Foundation in partnership with Save the Children is implementing the Project of Promotion of Maternal and Newborn Health (MAMOTA) Project in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

### Job Responsibilities

- Prepare Upazila and Union-level community mobilization plan align with the project DIP and budget.
- Support in implement community awareness activities for the promotion of maternal and newborn health such as courtyard sessions, community meetings, gatekeepers, male groups and youth forum meeting.
- Provide facilitation support to the Field Officer and Community Influencer to conduct community level sessions.
- Ensure timely and quality implementation of field activities in target unions.
- Build and maintain relationships with community leaders, religious leaders, FWCMC, Community Groups (CG), Community Support Group (CSG) members, women's groups, youth forum and local volunteers.
- Coaching and mentoring the Field Officers, Community Influencers and other field staff engaged in community mobilization to improve performance.
- Ensure all supervise staffs work plan, attendance and time sheet on time submission and share with Project Coordinator.
- Ensure supervise staffs' field movement on time and result oriented.
- Ensure appropriate financial and administrative activities related to community mobilization in compliance with SKS Foundation and SCI.
- Coordinate with Local Administration (UNO), Upazila Health & Family Planning officers (UH&FPO and UFPO), Union Parishads, CBOs, other NGOs and local stakeholders.
- Maintain effective coordination with existing committees and community groups for ensuring sustainability of the Mamota intervention by strengthening stakeholder leadership, promoting community ownership of MNH activities and fostering positive behavior change.
- Participate in MNH-related coordination meetings at Upazila and Union levels.
- Regularly monitor field activities and ensure the proper use of data collection tools, including registers and reporting formats for data collection and compilation.
- Ensure systematic documentation of the project's best practices, success stories, challenges and lessons learned for future planning.

- Provide regular progress updates to the Project Coordinator for support timely guidance and informed decision-making.
- Ensure full compliance with the organization's Child Safeguarding and Gender policies across all levels of project implementation.
- Promote a safe, inclusive, and respectful environment at working union for children, adolescents and marginalized mother in community mobilization activities.
- Ensure that the Community Influencers, Field Officers and project stakeholders are aware on Child Safeguarding and Gender sensitivity through existing project activities.
- Promote community feedback mechanisms and accountability.

**Employment Status**

Full-time

**Educational Requirements**

Master's in any discipline but Master in Public Health (MPH) is preferable.

**Experience Requirements**

5 year(s)

**Additional Requirements**

- At most 40 years
- Minimum 5 years of relevant experience with I / NGO on health focused project implementation including at least 3 years in project management and supervisory role.
- Proven ability to lead and supervise field teams for activity implementation and community mobilization.
- Strong knowledge of Maternal and Newborn Health issues in Bangladesh and hands-on experience in health-focused programs.
- Strong communication and report writing skills in both English and Bangla.
- Proficient in computer applications, including MS Office and internet use.
- Willingness and ability to ride a motorcycle with having a valid driving license.

**Job Location**

Gaibandha

**Salary**

Tk. 45,027/- (Monthly)

**Compensation & other benefits**

- Mobile bill, Tour allowance, Weekly 2 holidays
- Festival Bonus: 2 (Yearly)

**Read Before Apply**

Interested Candidates are requested to apply online via <https://www.sks-bd.org/index.php/career>. Applications should reach within **16 May 2026** with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview.

\*Photograph must be enclosed with the resume.

Apply Procedure

<https://www.sks-bd.org/index.php/career>

Application Deadline: **16 May 2026**