

Coordinator-RAISE

SKS Foundation

Vacancy

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Job Context

SKS Foundation in cooperation with PKSF and financial support of World Bank.

SKS Foundation is launching a project titled 'Recovery and Advancement of Informal Sector Employment (RAISE)' The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19. As a Partner organization of PKSF, SKS Foundation will implement the RAISE project in its catchment area. In this context, SKS is seeking competent project management professionals under the RAISE project. The detailed Terms of Reference(ToR) of the positions are given below.

Job Responsibilities

- The Co- Ordinator is responsible for the overall management of the project at the Project Implementation Unit (PIU) level. S/he will work under the direct supervision of Microfinance chief of the organization.
- Plan and implement outreach and intakes program through community engagement, field visits &, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, training activities, graduation, employment and track project participants' progress & report training outcomes;
- Prepare training plan, assess training effectiveness and take feedback from program participants & stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSF in time;
- Coordinate with microfinance team of organization and Project Management Unit (PMU) of PKSF; and
- Perform any other tasks assigned by the management.

Employment Status

- Full-time,

Educational Requirements

- Master in Business Administration/ Management/ Accounting/ Finance/Economics/ Development Studies/ Social Work/Sociology/ Women and Gender Studies from any Govt. approved university. More than one 3rd Division/Class in any examination will not be accepted;

Experience Requirements

- At least 10 year(s)

Additional Requirements

- Age at most 45 years
- Minimum 10 years of experience including 5 years relevant experience in the development organization.
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;
- More than one 3rd Division/Class in any examination will not be accepted.
- Should have Good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.

Salary

- Consolidated Tk. 60,000/- (BDT Sixty Thousand) per month and other admissible benefits as per project/organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

Job Location: Gaibandha

Read Before Apply

Interested Candidates are requested to apply through online to Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

***Photograph must be enclosed with the resume.**

Apply Procedure

Apply online <http://www.sks-bd.org/index.php/career>

Application Deadline: **21 August 2024**