

## **06. Technical Officer (Food Processing and Marketing)**

Vacancy

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### **Job Context**

SKS Foundation is going to implement a sub-project titled “**Promoting resilient green growth in dairy sub-sector through ensuring RECP**” as a part of the ‘Sustainable Microenterprise and Resilient Transformation (SMART)’ project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under “**Cattle and Buffalo**” sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and SKS Foundation.

**The Objectives of the project is;**

- To adopt resource efficient, cleaner production and good farming practices.
- To adopt climate resilient technologies.
- To promote circular economy.
- To increase technical knowledge and capacity of the MEs.
- To assist entrepreneurs in expanding the market for dairy products.

### **Job Responsibilities:**

The ‘**Technical Officer (Food Processing and Marketing)**’ will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to Assist the Project Manager in planning, monitoring, and supervising the implementation of project activities.

- Assist the Project Manager in implementing project activities.
- Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
- Provide technical support to MEs at cluster level.
- Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
- Assist the Technical Officer to prepare training manuals, leaflets, case stories of the sub-project, etc.
- Arrange training, field days, meetings, workshops, seminars, fairs, Environment Club meetings as per the project plan.
- Explore circular economy, value-added product diversification, new market potentiality.
- Assist to produce monthly, quarterly and annual progress report as per the requirement of the management.
- Regular field visit at project site, tracking the MEs’ progress in adoption of the RECP practices and reporting;

- Maintain linkages with different government departments (i.e. BSTI, BFSA, DoE), academicians, value-chain actors (Dairy based product/food processor, inputs sellers, market actors, transporter etc.), private dairy/food processor related sectorial companies, etc.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the SKS Foundation and SMART PMU, PKSF.

### **Employment Status**

- Full-time,

### **Educational Requirements**

- Should have B.sc in (Food Engineering/Food Processing Engineering/Food Engineering &/Food Technology degree) from a UGC-approved university.
- Candidate having Master's degree in (Food Engineering/Food Processing Engineering/Food Engineering/Food Technology degree) will be given preference.

### **Experience Requirements**

- Minimum 5 years of working experience in relevant sector (only full-time work experience after graduation will be considered).
- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Working experience in enterprise development related projects will be given preference Ability to work in a team and with good communication and interpersonal skills.
- Good computer knowledge (MS office and relevant applications).

### **Knowledge and Skills**

- Knowledge on resource efficient and cleaner production (RECP), Food Safety, ISO certifications, HACCP, dairy product diversification, relevant sectorial certification, product marketing, environment, climate change and vulnerability will be an added advantage
- Practical knowledge and experiences in training modules, leaflets, case stories, etc. development.
- Ability to work in a team and with good communication and interpersonal skills.
- Good computer knowledge (MS office and relevant applications).

### **Age Limit:**

Maximum 40 years of age on the last date of application

### **Salary**

- Monthly consolidated salary is BDT 50,000/- .
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per Project policy.

- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

**Job Location:** Gaibandha District.

**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's are actively encouraged to apply.

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

**Apply Procedure**

Apply online (<http://www.sks-bd.org/index.php/career>)  
Application Deadline: **30 April 2025**