

## Job Announcement

January 13, 2025

**Jhanjira Samaj Kallyan Sangstha (JSKS)** is looking for competent candidate for the following positions for its program “**AWRTI – Advancing Women’s Right of Access to Information in Bangladesh**” as partner of **The Carter Center**.

Name of Position	Monthly Salary & Benefits	Job Descriptions	Required Qualification
<b>Project Coordinator (PC)</b> (Position 1 based in <b>Dinajpur</b> )	The salary package is monthly BDT 40,000 including all admissible benefits. Yearly festival allowance, increments and other benefits will be provided as per the organization's policy and project allocation.	The Project Coordinator is responsible for the day-to-day management and implement of the project ensuring activities are executed efficiently and effectively in alignment with project objectives. S/he develops detailed work plans, oversee budgets, and manage resources to ensure timely delivery of outputs. The Project Coordinator coordinates with stakeholders, including community members, CSO's, and government agencies, to foster collaboration and resolve issues. S/he monitors and evaluates project progress, prepare reports, and ensure compliance with organizational policies, including safeguarding and gender equality standards.	Candidates must possess a Master's degree in Social Science, with a minimum of 5 years of professional experience in relevant fields. This should include at least 3 years in a managerial role within development or rights-related projects. Completion of RTI training will be considered an additional advantage. <b>Additional Requirements:</b> The ideal candidate will have excellent communication skills, with proficiency in both spoken and written English and Bangla, as well as advanced computer skills in MS Word, Excel, PowerPoint, and other relevant tools. Experience in networking, establishing linkages, and fostering collaboration is essential. Additionally, the candidate should be willing to drive a motorcycle and hold a valid driving license.
<b>Finance and Admin Officer (F&amp;AO)</b> (Position 1 based in <b>Dinajpur</b> )	The salary package is monthly BDT 26,000 including all admissible benefits. Yearly festival allowance,	The Finance & Admin Officer will manage the financial and administrative functions of the project, including budgeting, financial reporting, and compliance with donor requirements. S/He will oversee accounts	Candidates must hold a Bachelor's or Master's degree in Accounting or Commerce, with 3-5 years of experience in financial management for medium-scale donor-funded projects within an NGO. The Finance and Admin Officer will be

	<p>increments and other benefits will be provided as per the organization's policy and project allocation.</p>	<p>payable and receivable, payroll, and procurement, ensuring accuracy and efficiency. Additionally, the officer will handle administrative duties such as maintaining records, coordinating office activities, and supporting the project team with logistical needs.</p>	<p>responsible to manage financial management, Accounting &amp; Reporting, Budget Monitoring &amp; Control, Administrative Management, Risk Management etc.</p>
<p><b>MEAL Officer</b> (Position 1 based in <b>Dinajpur</b>)</p>	<p>The salary package is monthly BDT 26,000 including all admissible benefits. Yearly festival allowance, increments and other benefits will be provided as per the organization's policy and project allocation.</p>	<p>The MEAL Officer for the JSKS-AWRTI project will lead the monitoring, evaluation, accountability, and learning (MEAL) processes to enhance project effectiveness. This role involves developing and implementing a comprehensive MEAL framework to monitor progress, evaluate outcomes, and assess the impact of advancing women's right to information and promoting climate justice. The Officer will be responsible for data collection, analysis, and reporting, as well as facilitating learning sessions and providing actionable recommendations for improvement. Additionally, the MEAL Officer will establish robust feedback mechanisms to ensure accountability to beneficiaries, collaborating closely with staff and partners to align activities with project goals and promote continuous learning and improvement.</p>	<p>Candidates must hold a Bachelor's or Master's degree in any discipline, with 3-5 years of relevant experience. Strong proficiency in English, both written and spoken, is mandatory for this position. The ideal candidate will have demonstrated expertise in MEAL, research, and knowledge management within an NGO, INGO, or research institution. Prior experience in managing large-scale data inputs and dashboards is essential. Additionally, the candidate must have a proven track record in quantitative and qualitative monitoring, learning, review, and evaluation, including setting indicators and collecting, analyzing, and presenting data related to project activities.</p>

<p><b>Project Officer</b> (Position 3 based in Dinajpur)</p>	<p>The salary package is monthly BDT 26,000 including all admissible benefits. Yearly festival allowance, increments and other benefits will be provided as per the organization's policy and project allocation.</p>	<p>The Project Officer will be responsible for supporting the planning, coordination, and execution of project activities. This includes assisting in the development of work plans, monitoring project progress, and ensuring objectives are achieved within established timelines and budgets. The role involves liaising with stakeholders, preparing detailed reports, maintaining accurate project documentation, and contributing to problem-solving and decision-making processes. Additionally, the Project Officer will ensure compliance with organizational policies and donor requirements, fostering efficient and effective project delivery.</p>	<p>Candidates must hold a Bachelor's or Master's degree in any discipline, with 3-5 years of supervisory experience in program implementation. The Project Officer will be responsible for executing project interventions effectively. Preference will be given to candidates who have completed RTI training.</p>
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**Note:**

- JSKS aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Women are particularly encouraged to apply.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JSKS has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Child Protection Policy and PSHEA Policy of JSKS.
- Internal and external applicants shall be treated equally in the entire selection process.
- There is no cost involved with applying for positions with JSKS. Any solicitation of job application costs should be regarded as fraudulent.
- Only short-listed candidates will be called for test and interview.

**Method of Application:**

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line

to: [jsks.jobs@gmail.com](mailto:jsks.jobs@gmail.com) with the following documents **or Post/drop in the box:** (To, Executive Director, Jhanjira Samaj Kallyan Sangstha (JSKS), Post Office-Jhanjira Hat, Upazila-Dinajpur Sadar, District-Dinajpur on before **January 25, 2025**.)

- **Job Application Form-JSKS 2025 with cover letter**  
(Please visit <https://jsksbd.org/notice-board/> and download the **Job Application Form** which is mandatory)
- **CV (Optional)**

Please ensure that your application is complete with the above-mentioned documents. As an incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.

**Disclaimer:**

JSKS follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and persons with disabled. All employment decisions are based on the business needs, job requirements, and suitability of the candidate. JSKS strictly follows the Safeguarding Policy, Code of Conduct and PSHEA Policy to ensure the maximum protection of program participants from exploitation, and to clarify the responsibilities of JSKS staffs, consultants, visitors and the standards of behavior expected from them. So JSKS discourage to apply those persons who are involved any abusive activities. Any form of persuasion in the selection process will automatically disqualify the candidacy.