

Name of Organization: National Development Programme (NDP)

Name of Project: Improving the quality of Traditional Bengali Clothing by Reducing Environmental Consequences of Loom Enterprises in Sirajgonj

Name of Position: Project Manager

No of Vacancies: 1 (One)

Responsibilities :

- PM is responsible for initiate, designing, planning, controlling, executing, monitoring, and closing the project successfully.
- Lead and manage team to meet project targets are achieved timely paired with quality results.
- Implement project goals and policies that have been established in the project.
- Work in coordination with the line supervisors in matters concerning staff management as well.
- Maintain regular communication with donors for implementing high standard program activities and advocacy with the relevant stakeholders
- Ensure that proper coordination is there with the community leaders and other local facilitators.
- Maintain a good coordination with different stakeholders, and contribute in networking
- Supervise and monitor all phases of project.
- Responsible for ensuring maintenance of staff.
- Prepare reports for the organization, Donors, Government and internal stakeholders on regular basis.
- Ensure quality of Project implementation and establish and maintain a strong accountability mechanism.
- Responsible for ensuring daily and monthly reporting, maintenance of all registers and document findings in a systematic manner.
- Ensure the timely submission of all the bill vouchers in a proper way.
- Responsible for supervising and monitoring overall activities of the staffs, ensure donor satisfaction.
- The Program Manager will be responsible for any other duties deemed appropriate.

Educational Requirement: MBA or Post graduate degree in Environmental Science/ Geography and Environment or similar from any recognized university.

a) Experience Requirement: Minimum 5 years managerial experience. Candidate with environment-oriented managerial experience will be given preference

Additional Job Requirements:

- Age below or equal to 42 years
- Working experience senior level project management
- Commitment towards working for the poor and extreme poor people
- Having computer knowledge MS word
- Having valid driving license

Salary Range: 50,000/= including all (in 3 months probationary period). After the ending of probationary period will be provide others benefits as per project budget.

Job Location: , Sirajgonj

Applying instruction: Ask to send the CV with a forwarding to ndphrd.bd@gmail.com on or before 20th October 2020 or requested to send the CV with a forwarding along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing to the Senior Manager (HRD & Admin), National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajgonj or P.O. Box No-02 on or 20th October 2020 Please clearly state the name of the position applied for on the top of the envelope.

Women are encouraged to apply; only the short-listed candidates will be called for interview

Company Information:

National Development Programme-NDP
Address: NDP Bhaban, Bagbari, Upazila-Kamarkhand, District: Sirajgonj
Business: NGO

Name of Organization: National Development Programme (NDP)

Name of Project: Improving the quality of Traditional Bengali Clothing by Reducing Environmental Consequences of Loom Enterprises in Sirajgonj

Name of Position: Environment Officer

No of Vacancies: 1 (One)

Responsibilities :

- Collect and analyze existing data and information concerning the status of the environment in loom inhabited area.
- Identify environmental threats in loom sector to reduce vulnerability.
- Rapid field visit to ensure sustainable environmental practices at ME level.
- Maintain strong liaison with different stakeholders (Tant/loom board, local administration, Department of environment, fire service and civil defense etc.) of the project.
- Create awareness among the MEs and workers about environmental issues.
- Assist in arranging training and awareness building workshop with MEs & workers for work place safety & environmental conservation and initiatives to increase eco-labeling.
- Identify location to establish revenue generating common services (Cloth processing mill with ETP, dying mills with ETP, thread processing mill with ETP etc.) and non-revenue generating physical activities (Plinth raising of rural knacha road, Common sanitary latrine, Technology Transfer (Promotion of Natural dying, others), Pond Re-excavation, Demonstration of HH Level Low Cost Wastewater Management Technology (Pit, Low Cost Treatment Plant) etc.).
- Prepare environment report as per project, donor and organization requirement.
- Ready to do any kind of works as per project need.
- Be able to accomplish assigned works within dateline.
- Reportable to the project manager.

Educational Requirement: Postgraduate degree in environmental science from any recognized university

Experience Requirement: Minimum 2 years practical experience of working for an environment-oriented organization.

Additional Job Requirements:

- **Age below or equal to 40 years**
- **Working experience senior level project management**
- **Commitment towards working for the poor and extreme poor people**
- **Having computer knowledge MS word**
- **Having valid driving license**

Salary Range: 30,000/= including all (in 3 months probationary period). After the ending of probationary period will be provide others benefits as per project budget.

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Name of Organization: National Development Programme (NDP)

Name of Project: Improving the quality of Traditional Bengali Clothing by Reducing Environmental Consequences of Loom Enterprises in Sirajgonj

Name of Position: Finance & Procurement Officer

No of Vacancies: 1 (One)

Responsibilities:

- Supports the Project Manager in monitoring the overall budget by reconciling project implementers' financial reports with financial documents and receipts & payments.
- To manage the day to day work of the budget under the supervision of the Project Manager.
- Maintain Procurement Policy, Collection Quotation, Prepare Comparative Statement, Work order and others Document and lead on Procurement processes for projects consultation with internal procurement team.
- Maintain books of accounts, Prepared monthly, quarterly, yearly financial report reports as per donor & project requirement and specified deadlines.
- VAT & Tax deducted at source and deposited to treasury as per Govt. rules.
- Follow-up on correspondence and requests related directly to project finances from project implementers.
- Provide regular updates of project financial status and raise financial issues as required with the Project Management.
- Assist the Project Manager in monitoring the team's budget by following up on a day to day expenses, setting up suppliers on the financial management system and create requisitions and track purchase order approvals.
- Supporting Project Manager on Budgeting and Forecasting consultation with internal Finance and Accounts department.
- Other related tasks
- Expenditure: Assist the Team with general administrative support such as preparing visit programmes, booking meetings, and arranging visits logistics for project Implementers, World Bank and PKSF visitors. Assist the Team with travel arrangements related to the project.
- Ensure financial and budgeting information is correctly recorded in the system.
- Ad Hoc tasks supporting the project manager in running the project smoothly.

Educational Requirement: M.com in Accounting from any recognized university

Experience Requirement: Minimum 3 years practical working experience as finance and procurement officer in any reputed organization.

Additional Job Requirements:

- **Age below or equal to 40 years**
- **Working experience senior level project management**
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Name of Organization: National Development Programme (NDP)

Name of Project: Improving the quality of Traditional Bengali Clothing by Reducing Environmental Consequences of Loom Enterprises in Sirajgonj

Name of Position: Reporting & Documentation Officer

No of Vacancies: 1 (One)

Responsibilities :

- Working closely with the Project Manager, to ensure that the project documentation and reports are compiled and communication material is produced qualitatively within the appropriate time frame, work plans, objectives and approaches.
- Ensure all reporting requirements and project documentation as per donor/NDP-HQ/project requirement. Should be proactive in documentation of MSC stories is completed which will assist in project monitoring
- Work closely with the Field teams and assist Project Manager in local level coordination and representation
- Undertake regular analysis and assessments of the field
- Keeping records of all documentations and project implementation process;
- Carrying out desktop research, using a range of methods and sources of data, related to inequality and social innovation practices.
- Conducting qualitative analysis of data conducted through interviews, focus groups, workshops or other methods.
- Support in developing data collection tools for monitoring activities and indicators;
- Carrying out quantitative data analysis of existing secondary data sets and primary quantitative data.
- Any other tasks assigned by the senior management for ensuring smooth delivery of the project

Educational Requirement: Masters in Anthropology/Social Sciences/ English Literature/ Development Studies/ International Relations/ Mass Communication/ Public Health/ Environmental Science/ Disaster Management or any other relevant disciplines from recognized university.

b) Experience Requirement: At least 3 years' experience in the sector of Environment, Enterprise Development, Public Health or Disaster Management

c) Additional Job Requirements :

- Age below or equal to 40 years
- Proven skills and competencies to work with MS/ Excel, MS Access, SPSS is preferable.
- Must have clear understanding & experience in baseline survey, M&E process and tools.
- Have knowledge on qualitative and quantitative M&E system, large data based management, monitoring of Environment focused programs.
- Good communication and networking skill both in Bangla & English.
- Willingness to travel at project areas.
- Should have interpersonal communication, facilitation and representation skills.
- Skill in file management & e-communication.

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Name of Position: Enterprise cum Branding Development Specialist

No of Vacancies: 1 (One)

Responsibilities :

- Generate new ideas for promotion of loom business and industry.
- Will be responsible for Development of a Common Branding for the cluster (E-Platform, Website, Brand Promotion etc.) consultation with project management team.
- Develop relationships with different stakeholders including suppliers (thread, dying, chemical, machineries etc. Producer (weavers, thread processors, cloth processors, packaging factories etc.), sellers (retailers and whole sellers) buyers and different agencies for ensuring sustainability of loom sector.
- Leverage network and contacts to explore business, identifying target accounts and generate prospect funnel.
- Create a plan to address the above markets & execute on the plan to achieve business targets of weavers) under SEP.
- Manage the sales process for new business opportunities in the assigned geography.
- Take initiatives to organize Loom Fair at district level, organize day observation, demonstration of new technology (Full Automatic Powerloom) in the cluster etc.
- Take initiatives to Establishment of Design & Service Center, Establishment a Packaging & Printing Factory, Billboard etc.
- Take initiatives to strengthen people access to Finance for Environment friendly and resilient microenterprises.
- Organize workshop on increased bargaining power, knowledge sharing etc. and keep the records properly.
- Organize Training/orientation : Beneficiaries capacity building training on "product certification" and "Business certification" and "Enterprise development & management"
- Organize Workshop for linkage building on product certification access to common branding.
- Take initiatives to Increase Eco Labeling and Access to Premium Markets.
- Prepare relevant reports for organization and donor satisfaction.
- Reportable to project manager.
- The technical officer will be responsible for any other duties deemed appropriate.

Educational Requirement: MBA major in Marketing from any recognized university.

d) Experience Requirement: Minimum Two years practical experience in enterprise development and Branding development activities in any reputed organization or company.

e)

Additional Job Requirements:

- Age below or equal to 40 years
- Working experience senior level project management
- Computer skill on Office application and graphics design; Having computer knowledge MS word
- Good communication skill using different channels both digital and analog; good interpersonal relationship skill etc.
- Having valid driving license

Salary Range: 40,000/= including all (in 3 months probationary period). After the ending of probationary period will be provide others benefits as per project budget.

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