

Name of Organization: National Development Programme (NDP)

Name of Post: Project Manager

Job Context: National Development Programme (NDP) is going to implement a sub-project titled ‘Promoting sustainable growth in Loom sub sector through RECP practices’ 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 Loom sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and National Development Programme (NDP).

No of Vacancies: 1

Responsibilities/Tasks:

The ‘Project Manager’ is responsible for overall implementation, supervision and monitoring of the project at the field. His/her duties and responsibilities, which are essential but not limited to:

- Coordinate project management activities, resources, equipment, and information.
- Provide strategic direction for project implementation and supervise the project.
- Identify and mitigate project risks and issues to ensure successful project delivery.
- Facilitate project meetings, training, and workshops, and Environment Club meetings
- Manage project budgets, procurement, reimbursement, as well as track project performance.
- Ensure and supervise documentation on events, program learnings and impact, case studies, and reports.
- Ensure and supervise preparation and submission of project progress reports in a timely manner (monthly, quarterly, yearly).
- Maintain regular communication and collaboration with PKSF regarding sub-project implementation.
- Maintain liaison and coordination with local government as well as govt. offices such as DAE, DoF, DoE.
- Report to senior management regarding project progress regularly.
- Any other tasks or duties assigned by the senior management of NDP.

Educational Requirement: MBA or master degree in any subject from a UGC-approved university. But BSc. in Textile Engineering/Environmental Science /Civil Engineering/Geography will be preferred.

Experience Requirement: Minimum six (6) years of working experience in project management (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.

Age: Age below or equal to 50 years

Additional Job Requirements:

- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS office suite, typing both English and Bangla).

Salary Range:

- Monthly consolidated salary is BDT 70,000/-
- Other admissible benefits (Festival Bonus, Bangla Noboborsho allowance, Mobile allowance, etc.) as per the organization’s 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: Sirajganj

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before **06 September 2024** or requested to send the CV with a cover letter 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 to the to the Assistant Director (HR & Admin), National Development Programme (NDP), Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 on or before **06 September 2024**.

Please clearly state the name of the position applied for on the top of the envelope.

The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. 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