

**Name of Organization:** National Development Programme (NDP)

**Name of Post:** Environment & RECP Officer

**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 ‘Environment and RECP Officer’ 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.
- Create awareness among the microenterprises about environment, climate-resilient RECP, climate vulnerability, and Occupational Health and Safety (OHS).
- Provide training on Environment, Climate Resilient RECP and Climate vulnerability at ME level.
- Facilitate MEs to implement RECP practices.
- Make regular field visits to monitor RECP practices including data collection, analysis, and reporting.
- Educate project staff about environment, climate-resilient RECP, climate vulnerability, and OHS issues.
- Guide project staff to implement climate-resilient RECP and OHS practices.
- Prepare sub-project-specific Environmental and Social Management Plan (ESMP).
- Facilitate formation of Environment Clubs, including arrangement of regular monthly meeting, celebration of national and international days, and youth engagement program.
- Maintain liaison and coordination with local authorities like DoE.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and senior management of the NDP.

**Educational Requirement:** Minimum BSc. (Hons.) in Environmental Sciences or Geography or Environmental Engineering from a UGC-approved university.

**Experience Requirement:**

- Minimum three (3) years of experience in working on Environmental management and/or RECP implementation.
- Relevant working experience with PKSF or any project funded by any multi-lateral development partners would be preferred.
- Experience in working in enterprise development related projects will be an added advantage.

**Age:** Age below or equal to 40 years

**Additional Job Requirements:**

- Proven knowledge of environmental monitoring regarding use of resource, energy, water, wastewater, waste management, and air emission.

- Field-level experience on environmental management (IEE, EIA, ESMP, etc.) and RECP implementation.
- Experience of providing environment and resources management training, awareness building among mass people on Occupational Health and Safety (OHS) issues.
- Good interpersonal and communication skills.
- Good computer knowledge (MS office suite, typing both English and Bangla).

**Salary Range:**

- Monthly consolidated salary is BDT 50,000/-
- 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](mailto: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