

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

**Name of Post:** Assistant Technical Officer (Loom)

**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:** 3

**Responsibilities/Tasks:**

The ‘Assistant Technical Officer (Loom) 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 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. DAE, DoF, DLS, BFRI, DoE), academicians, value-chain actors (hatchery owners, inputs sellers, market actors, transporter etc.), private sector companies, etc.
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

**Educational Requirement:**

- The candidate should have at least a Diploma in Civil/Mechanical/Textile Engineering degree

**Experience Requirement:**

- Minimum 2 years of working experience in relevant sector.
- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS Office).

**Age:** Age below or equal to 35 years

**Salary Range:**

- Monthly consolidated salary is BDT 35,000/-
- 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