

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 Resilient Green Growth in Dairy Sub-sector through ensuring RECP**” 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 **Cattle & Buffalo** sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and National Development Programme (NDP).

Sub-project Objectives

1. To adopt resource efficient, cleaner production and good farming practices.
2. To adopt climate resilient technologies.
3. To promote circular economy.
4. To increase technical knowledge and capacity of the MEs.
5. Promotion of branding opportunities for dairy MEs.

No of Vacancies: 1

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 National Development Programme (NDP).

Educational Requirement: Minimum BSc. (Hons.) in Environmental Sciences/Environment and Disaster Management/Environment 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: Maximum 40 years of age on the last date of application.

Additional Job Requirements:

- Proven knowledge of environmental monitoring regarding use of resource, energy, water, waste-water, 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: Sirajgaj and Pabna districts

Job Duration: The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance.

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before **13 October 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 **13 October 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