

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

**Name of Post:** Technical Officer (Cattle & Buffalo)

**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

**Responsibilities/Tasks:**

The Technical Officer (Cattle & Buffalo) will work under the direct supervision of the Project Manager and will undertake the 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.
- 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.
- Prepare training manuals, leaflets, case stories of the sub-project.
- Impart training on new/improved climate-resilient, resource-efficient and cleaner production, livestock, Food processing technologies, GAP/GAqP/GLP/GMP, climate change vulnerability, etc.
- Assist in organizing field days, exposure visits, meetings, workshops, seminars, fairs, Environment Club meetings, etc.
- Explore circular economy, value-added product diversification, and new market potentiality.
- Assist to produce monthly, quarterly, and annual progress report as per the requirement of the management.
- Regular field visit at project areas, tracking the MEs progress in adoption of the RECP practices and reporting.
- Maintain linkages with different government departments (DLS, BSTI, DoE), academicians, value-chain actors (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:**

- Should have B.Sc in Food Technology/Food Engineering from a UGC-approved university.
- Candidate having Master’s degree in Food Technology will be given preference.

**Experience Requirement:**

- Minimum 5 years of working experience in relevant sector (**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.
- Working experience in enterprise development related projects will be given preference.
- Relevant working experience on certification, marketing will be considered as added advantage.

**Age:** Maximum 40 years of age on the last date of application.

**Additional Job Requirements:**

- Knowledge on resource efficiency, ISO certification, HACCP, dairy product diversification, certification, environment, climate change and vulnerability will be an added advantage
- Practical knowledge and experiences in training modules, leaflets, case stories, etc. development.
- Ability to work in a team and with good communication and interpersonal skills.
- Good computer knowledge (MS office and relevant applications).

**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 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](mailto: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.

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***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: Sirajganj  
Business: NGO