

Name of Organization: National Development Programme (NDP)

Name of Post: Assistant 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 ‘Assistant Technical Officer (Cattle & Buffalo) 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 (DAE, DLS, 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:

- The candidate should have at least Diploma in Livestock/Food/Agriculture

Experience Requirement:

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

Age: Maximum 35 years of age on the last date of application.

Salary Range:

- Monthly consolidated salary is BDT 30,000/-
- 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 Pourasava/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: Sirajgonj
Business: NGO