

Position: Sr. Officer-Agricultural DRR & Training

Project: PRODRIPTA

Vacancy: **01**

Age: **at most 40 years**

Location: **Gaibandha**

Maximum Salary: **Tk. 32000 (Monthly)**

Experience: **4 to 5 years**

Published: **18 Mar 2024**

Requirements

Education

Diploma in Agriculture, Bachelor of Social Science (BSS)

Experience: 4 to 5 years

Additional Requirements

Age at most 40 years

- Experienced in developing annual, quarterly and monthly plans, budget and reports; Able to provide technical guidance to, and mobilize logistic supports for, and supervise the project staff for effective implementation of project activities.
- Day to day coordination and monitoring of project activities.
- Guide the project team in organizing communities and support community Based organizations for their organizational and technical capacity building.
- Guide the project team in the plinth Raising activities maintaining quality and Environmental-Compliance.
- Management capacity development of project staffs and volunteers through mentoring and coaching.
- Coordination and maintain liaison with government bodies and key stakeholders.
- Familiar with bio-physical and socio-economic condition of Northern Char Districts particularly Gaibandha district.
- Skills in project cycle management.
- Good understanding on issues of Disaster Risk Reduction and climate change; gender equity, protection and multicultural intervention.
- Proficient in MS Office tools (Word, Excel, Power Point).-Good verbal and written communication skills in local language, English and Bengali; Pro-active and participatory decision-making and problem-solving.
- Ability to communicate with people from different cultures and backgrounds.
- Have non-discriminatory & gender sensitive, transparent, accountable, and positive attitude.

Responsibilities & Context

SKS Foundation in partnership with CARE Bangladesh is going to Promoting Disaster Ready Inclusive Preparedness towards Adaptation Project from January 2022 to November 2024 in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

- The Sr. officer- Agriculture DRR and Training will be responsible for the overall project planning and implementation at field level with technical guidance of CARE.
- S/he will build and maintain strong professional relationship with local administration and different private and government sectors. S/he will ensure to identify flood affected most vulnerable area at union and upazila level.
- S/he will be engaging by local government and other humanitarian communities at local level focusing on program activities.
- The Sr. officer- Agriculture DRR and Training will be the key person agriculture DRR and training to lead the capacity building to project participants, communication with donor and coordination with relevant government departments to implement the projects at Upazila and District level following the agreed action plan in close collaboration with Donor (CARE)
- Overall Responsible for smooth and effective implementation of the Project activity at field level within the set objectives and given TOC in the Project working area.
- Achievement of the project's outputs as measured by the TOC indicators and assistance to provide information through kobo software.
- Responsible for the management of project inputs including staff, financial resources, equipment and other logistics, transportation field visits and monitoring the operations of the project team and observe the program application and its benefits to the target groups. Support to resource distribution at community level, needs and monitoring activities.
- Ensure required technical assistance to field staff and community resource persons as and when needed for successful implementation of the program.
- Conduct monthly project coordination meeting to coordinate upcoming activities and schedules and identify and resolve problems.
- As a sr. officer- Agriculture DRR and Training develop work plan and monitor progress in respect to specific deliverables within time frame.
- Arrange, organize and conduct workshops, trainings, coordination meetings at Upazila and union level.
- To familiar with kobo data field with having experience working in remote char and living with people.
- Assist PM in preparing monthly, interim and final reports against plan that contribute to the project.
- Ensure that cross cutting issues such as participation, gender, age and disability are effectively integrated in field activities and develop the report accordingly.

- Maintain effective liaison with relevant government departments, DMCs members at union and upazila level and district engage them in project actions.
 - Participates in local government to performing regular events to advocate and disseminate project activity mechanism.
 - Orient the community peoples, DMC, WzDMC, WDMC members and other local stakeholder on flood risk & vulnerability assessment and identification the field level action.
 - Support to develop different training modules and facilitate relevant capacity building events for the project beneficiaries.
 - Capacity building of communities and project staff to achieve the project outputs and on job training, coaching and counselling of project participants.
 - Assist to assess needs for skill development opportunities issue for char land and ensuring maximum contribution toward achieving program & organizational goals.
 - Liaise with relevant government departments, relevant institutions, NGO networks as advised by the line manager. Participate in relevant Union/Upazila and district level meetings/training and represent the project
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Compensation & Other Benefits

- Salary Consolidated including festival bonus. Others benefits will be as per Organization policy and budget provision.

Employment Status

Full Time

Job Location: Gaibandha

Read Before Apply

Interested Candidates are requested send application online <https://sks-bd.org/index.php/career> to Deputy Director-HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Women are especially encouraged to apply.

Apply Procedure: Online

Online Application link <https://sks-bd.org/index.php/career>