

01. Project Coordinator (PC) -01

The SKS Foundation is going to implement GCF & PKSF Funded ECCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Project Coordinator (PC)**” in its Project Management Unit (PMU) of the ECCCP-Drought project.

Key Responsibilities:

- Provide overall leadership and management for the ECCCP-Drought project implementation.
- Develop and implement the project work plan, ensuring efficient and timely execution of activities.
- Oversee the performance of the IE-PMU team, including Monitoring & Supervision Officer, Technical Officer (Engineer), Accounts cum MIS Officer, and Field Facilitators.
- Monitor and track project progress against objectives and indicators, identifying and addressing any challenges or deviations.
- Ensure efficient coordination with PKSF & IE Management, partner NGOs, and other stakeholders.
- Liaise with relevant government agencies and local communities to facilitate project implementation.
- Prepare and submit regular progress reports, financial reports, and other required documents.
- Represent the project at meetings, workshops, and other events.
- Manage project budget and ensure sound financial management practices.
- Identify and implement strategies to ensure project sustainability beyond the project period.
- Perform any other duties assigned by PKSF & IE Management.

Education and Experience:

- Master's degree in Geology; Bachelor's degree in Environmental/Civil/Agricultural Engineering
Bachelor's degree in any field with 5 years of experience, including at least 3 years working on a GCF-funded project.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 5 years of professional experience in project management, preferably in water resources in drought-prone areas.
- Proven experience in team leadership, communication, and stakeholder engagement.
- Excellent analytical, reporting, and presentation skills.
- Strong understanding of project management methodologies and principles.

- Experience working with government agencies and local communities in Bangladesh is an asset.

Age Limit:Maximum 45 years. Can be relaxed for the candidates with 3years' experience in GCF Funded project.

Other Qualifications:

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

Salary and other admissible benefits.

- Monthly gross salary will be BDT 55,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 800 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.

Apply Instruction:

Interested Candidates are requested to apply through online to Deputy Director- HR 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.

*Photograph must be enclosed with the resume.

[Apply Procedure](#)

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hr@sks-bd.org

02. Technical Officer (Engineer)-01

The SKS Foundation is going to implement GCF & PKSF Funded ECCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Technical Officer (Engineer)**” in its Project Management Unit (PMU) of the ECCCP-Drought project .

Key Responsibilities:

- Provide technical expertise and support for constructing and maintaining water infrastructure such as Pond and canal re-excavation: Assess excavation needs, prepare technical specifications, supervise contractors, and ensure quality control.
- Provide technical expertise and support for constructing and maintaining Rooftop MAR and Pond MAR implementations.
- Prepare detailed technical specifications and bills of materials for construction activities.
- Supervise construction contractors, ensure quality control throughout construction phases, and address technical challenges during implementation.
- Conduct regular on-site technical inspections and monitor progress of construction activities.
- Maintain accurate technical records and prepare comprehensive technical reports for the project.
- Liaise with partner NGOs, government agencies, and local communities regarding technical aspects of the project and address their concerns.
- Conduct training sessions for community members on operation and maintenance of water infrastructure, including Pond, Canal, Rooftop MAR and Pond MAR systems.
- Participate in project planning and budgeting processes, providing technical input and cost estimations.
- Assist the PC in ensuring quality and timely completion of project deliverables.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

Education and Experience:

- Must have a Bachelor's degree in Civil Engineering or Geology.
- At least 2 years of experience in construction or water resources management projects, preferably in rural areas.
- Experience in rainwater harvesting, irrigation systems, and/or drought-resistant sanitation is an asset.
- Understanding of basic principles of climate change adaptation and water management is desirable.

- Excellent communication, interpersonal, and reporting skills are essential.
- Proficiency in Auto-CAD or other relevant engineering software is an advantage.

Age Limit: Maximum 35 years

Other Qualifications:

- Knowledge of drought, climate change adaptation and water management in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

Salary and other admissible benefits.

- Monthly gross salary will be BDT 50,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one NoboBorsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.

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03.Accounts cum MIS Officer-01

The SKS Foundation is going to implement GCF & PKSF Funded ECCCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Accounts cum MIS Officer**” in its Project Management Unit (PMU) of the ECCCCP-Drought project

Key Responsibilities:

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Maintain accurate and complete financial records for the project, including income, expenditure, and asset management.
- Prepare and submit regular financial reports (monthly, quarterly, and annually) to the PC and PKSF Management.
- Ensure compliance with GCF & PKSF's financial policies and procedures.
- Process payments to project vendors and consultants timely and accurately.
- Manage payroll for project staff.
- Reconcile bank statements and other financial accounts.
- Develop and implement a robust Management Information System (MIS) for the project.
- Design and maintain databases for project data, including financial data, monitoring data, and project activities.
- Generate reports and dashboards to track project progress and performance against indicators.
- Provide data analysis and support to the PC.
- Liaise with partner NGOs and other stakeholders regarding financial and MIS systems.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

Education and Experience:

- A 4-year honors degree in a business-related field is required. Preference will be given to candidates with an honors degree in Accounting or Finance.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 3 years of experience in accounting and financial management, preferably in project accounting or an NGO setting.
- Experience with computerized accounting systems is essential.
- Knowledge of MS Office Suite (including Excel) is mandatory.
- Experience with MIS development and reporting is an asset.
- Strong analytical and problem-solving skills are essential.

- Excellent communication, interpersonal, and reporting skills are necessary.
- Proficiency in English and Bengali languages is essential.

Age Limit:Maximum 40 years

Other Qualifications:

- Understanding of PKSF's financial management procedures is an advantage.
- Experience working in climate change or development projects is an asset.

Salary and other admissible benefits.

- Monthly gross salary will be BDT 45,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one NoboBorsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 2,000 per month is provided.

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04. Monitoring & Evaluation Officer- 01

The SKS Foundation is going to implement GCF & PKSF Funded ECCCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Monitoring & Evaluation Officer**” in its Project Management Unit (PMU) of the ECCCCP-Drought project.

Key Responsibilities:

- Assist the PC in planning, monitoring, and supervising the implementation of project activities.
- Develop and implement a robust monitoring and evaluation (M&E) system for the project, including data collection, analysis, and reporting.
- Conduct regular field visits to monitor project progress, assess results, and identify any challenges or deviations.
- Collect and manage data related to project activities, outcomes, and indicators.
- Prepare regular progress reports and other M&E reports for the PC, IE and PKSF Management.
- Liaise with partner NGOs, government agencies, and local communities to facilitate data collection and ensure project compliance.
- Assist to Conduct baseline surveys and impact assessments to measure project effectiveness.
- Provide technical support to Field Facilitators on M&E and data collection methods.
- Organize and participate in trainings on M&E for project stakeholders.
- Assist the PC in ensuring quality and timely completion of project deliverables.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

Education and Experience:

- Master's degree in Agriculture or Bachelor's degree in Agricultural Engineering.
- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 4 years of professional experience in M&E or research, preferably in water resources in drought-prone areas.
- Experience in data collection, analysis, and reporting using quantitative and qualitative methods.
- Strong knowledge of M&E principles and methodologies.
- Experience working with GIS and other data management tools is an asset.
- Experience working with government agencies and local communities in Bangladesh is an asset.

- Excellent communication, interpersonal, and reporting skills are essential.

Age Limit: Maximum 45 years

Other Qualifications:

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a Professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

Salary and other admissible benefits.

- Monthly gross salary will be BDT 50,000/- (including all taxes).
- Two Eid bonus (50% of gross salary) and one NoboBorsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 700 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.

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05. Community Mobilization Officer (Diploma in Civil Engineering)- 02

The SKS Foundation is going to implement GCF & PKSF Funded ECCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Community Mobilization Officer (Diploma in Civil Engineering)**” in its Project Management Unit (PMU) of the ECCCP-Drought project

Key Responsibilities:

- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned village/area.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, drought mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like rooftop MAR, pond MAR, pond and canal re-excavation works, drought-tolerant crop and fruit cultivation.
- Provide on-site guidance and support to community members during activity implementation.
- Promote adoption of climate-smart practices and sustainable livelihoods within the community.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officer (Engineer), Monitoring Officer and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

Education and Experience:

- Diploma in civil engineering.
- Experience is not mandatory for candidate with Diploma in civil engineering/agriculture. Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.

- Excellent communication, interpersonal, and facilitation skills are essential.

Age Limit: Maximum 30 years

Other Qualifications:

- Experience working with community groups and building local institutions is an asset.
- Fluency in Bangla language and local dialect is essential.

Salary and other admissible benefits.

- Monthly gross salary will be BDT 30,000/- (including all taxes).
- Eid bonus (50% of gross salary) and Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 600 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.

Apply Instruction:

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06. Community Mobilization Officer (General)-02

The SKS Foundation is going to implement GCF & PKSF Funded ECCCCP-Drought project at Tanor Upazilla of Rajshahi District. For implementing the project, SKS Foundation is seeking qualified candidate for the position of the “**Community Mobilization Officer (General)**” in its Project Management Unit (PMU) of the ECCCCP-Drought project

Key Responsibilities:

- Identify and engage key community members to establish Climate Change Adaptation Groups (CCAGs) in assigned village/area.
- Facilitate monthly meetings of the CCAGs, ensuring active participation and discussion of climate change challenges, adaptation strategies, and project activities.
- Empower the CCAG to play a lead role in community mobilization and decision-making related to project implementation.
- Organize and conduct awareness campaigns and training sessions on climate change impacts, drought mitigation strategies, and sustainable practices.
- Work with the CCAGs to identify beneficiaries and participants for various project activities like rooftop MAR, pond MAR, pond and canal re-excavation works, drought-tolerant crop and fruit cultivation.
- Provide on-site guidance and support to community members during activity implementation.
- Promote adoption of climate-smart practices and sustainable livelihoods within the community.
- Encourage positive behavioral change toward water conservation, responsible waste management, and other adaptation strategies.
- Assist with collecting data on community demographics, livelihoods, climate perceptions, and project impacts.
- Prepare regular reports on community engagement activities, awareness campaigns, and beneficiary selection processes.
- Liaise with the Technical Officer (Engineer), Monitoring Officer and Project Coordinator to ensure efficient data sharing and reporting.
- Perform any other duties assigned by the PC as per instruction from PKSF & IE Management.

Education and Experience:

- Diploma in Agriculture
or
Bachelor's degree in any field with 2 years of experience of working on a GCF-funded project.

- Experience is not mandatory for candidate with Diploma in agriculture. Demonstrated enthusiasm and eagerness to learn about climate change adaptation, community development, and rural outreach are highly valued.
- Excellent communication, interpersonal, and facilitation skills are essential.

Age Limit: Maximum 30 years. Can be relaxed for the candidates with 2 years' Experience in GCF Funded project.

Other Qualifications:

- Experience working with community groups and building local institutions is an asset.
- Fluency in Bangla language and local dialect is essential.

Salary and other admissible benefits.

- Monthly gross salary will be BDT 30,000/- (including all taxes).
- Eid bonus (50% of gross salary) and Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 600 per month is provided.
- Travel allowance of BDT 5,000 per month is provided

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