

বিজ্ঞপ্তি নং ৩০২

# প্রথম আলো

বুধবার

১১ জানুয়ারি ২০২৩

২৭ পৌষ ১৪২৯, ১৭ জমাদিউস সানি ১৪৪৪

প্র অধুনাসহ মোট ১৬ পৃষ্ঠা। দাম ৳১২



SKS

## Vacancy Announcement

SKS Foundation is a non-governmental organization (NGO) working in Bangladesh since 1987 with poor and marginalized population including char dwellers, ethnic minority, landless and marginal farmers. With multisectoral activities, our mission is to fight against social, economic and environmental injustice and deprivation; and promote comprehensive livelihood security of the poor and disadvantaged through improving their access to development opportunities and resources.

**Coordinator- Legal (01 Position):** This position based in Gaibandha with monthly gross salary Tk 80,000. Other admissible benefits will be provided as per policy.

**Qualifications and Competencies:** L.L.M./L.L.B (Hon's) from a recognized University. At least 7 years' working experience in legal section with BAR council License; Provide necessary assistance to the organization in compliance with the legal point of view; Provide legal opinion & support to all departments in the organization on varied documents & activities; Preparing Legal Notices, Letter of authority, Affidavit, Petitions, Complaints, Replies and other documents in connection with the cases of the organization; Keeping track of legal issues and cases and report accordingly; Maintain complete files of all legal issues and cases; Maintain liaison and follow up activities of Panel Lawyer; necessary registers and files; liaison and coordination with staff, Court officials etc.; Supervising and monitoring on vetting of various project land documents; Check and verify every single document of land relating to land deeds and Bia-Deeds, Records, Porcha, Survey Maps, Khaltians, Dags, tax documents demarcation of land and property; Preparation of various sorts of Agreements /Power of Attorney/ MOU/Baina/Agreement/Any other Deed as required; Follow up the registration & mutation process; Coordinate land related all legal matters & maintain liaison with various Govt. and Non-Govt. organization

If you meet the aforesaid criteria and are passionate about advancing your career in development, please send your application with detailed CV & forwarding letter to **Deputy Director-HR**, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within **19 January 2023**. Women are especially encouraged to apply.