

Project Coordinator

Vacancy-01

Responsibilities & Context

SKS Foundation in partnership with Save the Children is going to implement the Project for Promotion of Maternal and Newborn Health (MAMOTA Project) in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

- Project Coordinator will be the prime responsible position for overall project cycle management functions and will be accountable for achieving the project goal and objectives within the proposed time frame.
- Project Coordinator will ensure the specific activities for achieving the outputs of the project through the project team and with strategic support, guidance from SKS core management.
- This position is fully project area based and will be reportable to SKS core management as per organogram of the project.
- S/he will ensure receiving technical support from lead agency, donor agency and keep collaboration with the stakeholders of the project including respective government service providing departments for ensuring the planned activities to be implemented timely.

Requirements

Education

- Master's degree in any discipline but preference will be given Masters' in Public Health (MPH)

Experience

- At least 5 years

Additional Requirements

- Age at least 30 years
- Having 5-10 years working experiences in managerial positions and managing health projects, gender development, women rights, governance-based project activities at least for 3 years.
- Good understanding on project cycle management (planning, implementation, monitoring & evaluation).

- Having skill in speaking and report writing in English.
- Computer skill on MS word, Excel, Power Point and internet using.
- Experiences on network, linkage, collaboration with GO/NGO stakeholders.
- Willing to drive Motorcycle and should have valid driving license.
- Having leadership capacity to guide a large project team.

Salary

- Tk. 71671 (Monthly)

Compensation & Other Benefits

- T/A, Mobile bill, Weekly 2 holidays
- As per organizational policy and project guideline.

Employment Status

Full-time

Gender

- Both males and females

Job Location

- Gaibandha

Read Before Apply

Interested Candidates are requested to apply online (hr@sks-bd.org) to Deputy Director, HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within 23 January, 2024 with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. SKS Foundation is committed to establish a safe working environment for all by encouraging respect for human rights through organizational policy and practices and discouraging violation, discrimination and non-compliance in all actions. SKS is an equal opportunity employer committed to ensuring diversity and gender equality within our organization and encourage applicants from diverse backgrounds to apply.

Apply Procedure

Online

Email your application: hr@sks-bd.org