

Recruitment Notification

Applications are being invited for the project of “Promoting Sexual Reproductive Health Education through Exchange of Expertise” in collaboration with NOREC, a non-governmental development organization and will be implemented by Agrogoti Sangstha. Application is invited only from suitable candidates for the post written in the below for 12 months project. At present, considering the situation of Covid-19, the workplace will be Satkhira. But it may be Kathmandu, Nepal in near future as per the decision of NOREC and the changing situation of Covid-19.

SL	Post	Number of post	Age limit	Salary	Applying qualification
01	International Young Professional	03	22-35	USD 600 BDT 50,000/- (BDT will be changed according to the exchange rate)	1) Must be graduated from a reputed university. 2) Excellent speaking, writing and reporting skill in English 3) Must have computer operating skill (Microsoft Word, Excel, Power Point, Internet and Email)

Duration: 1st March, 2021 - 28th February 2022

Employment Status: Full-time

Facilities:

- 1) In the case of working in Nepal, the office will provide all the expenses of a furnished flat in Kathmandu for accommodation.
- 2) The actual travel expenses for conducting the activities will be provided by the office.

Job Responsibilities:

1. Oversee all project activities.
2. Ensure project activities comply with the policies and regulations of the donor organization.
3. Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
4. Responsible to develop the training module.
5. Responsible to capacitate the staff of the host organization.
6. Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the donor.
7. Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project.
8. Employs resourcefulness in project design, implementation and monitoring. Troubleshoots project problems. Identifies and implements creative solutions.
9. Ensure that the project deliverables are on time, within budget and at the required level of quality.
10. Regular field visit need in the project area to monitor project activities, share findings & take positive action.

Additional Requirements:

- A minimum of 2 years' working experience and demonstrable knowledge and understanding of Sexual Reproductive Health and Rights issues.
- Proven experience in gender-focused Sexual Reproductive Health and Rights.
- Excellent written & oral communication skills in English.
- Creativity, flexibility, self-motivation and the ability to prioritize workloads to meet deadlines.

Terms:

1. Applications must be submitted to the Executive Director by February 24, 2021, directly or by post or to this email address agrogoti@gmail.com during office hours. No application will be accepted after the stipulated time and the office will not be responsible for receiving the application sent by post.
2. Attested photocopy of Educational Qualification and Experience Certificate, Citizen Certificate and National Identity Card and 3 recent passport size photographs should be submitted with the application form.
3. Must have the mentality to participate in training workshops and other project related activities in any country of the world.
4. Only qualified & shortlisted candidates will be called for examination through mobile.
5. The authority has the power to reject any application without giving any reason. Preference will be given to female candidates.
6. Agrogoti Sangstha reserves the rights to postpone the recruitment upon the valid reasons of Bangladesh Government and donor.

Communication Address: Administration Officer, Agrogoti Sangstha, Trishmile More, Nagarghata, Satkhira.
Mobile: 01922-758506