

Category: NGO/Development

Project Manager (Skill Development) Eco-Social Development Organization (ESDO)

[View all jobs of this company](#)

Vacancy

01

Job Context

- Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples` centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. About three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted to the changing situation and provided the most time-bound services, especially for the poor and disadvantaged. A community-focused and people-centered approach has been adopted by ESDO, while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 331 Upazilas under 51 districts of Bangladesh, covering over 10 million poor and vulnerable people.
- As a Project Manager of Skill development projects, you will be responsible for overseeing and managing the execution of various skill development trades of the projects. Your main focus will be to ensure that these projects are completed within the specified timeframe, budget, and quality standards. You will also be responsible for leading a team of professionals to achieve project objectives, and ensure that all stakeholders are kept informed of project progress.
- As partnership with UNICEF, ESDO will implement the Empowering the most disadvantaged adolescent girls and young women through eco system based Alternative Learning Programme (ALP) for market-driven transferable skills project at Sherpur, Jamalpur, Satkhira, Barisal, Gazipur and Bhola district. ESDO is inviting applications from interested qualified candidates for the position.
- The project duration will be up to 36 months from the joining date.

Job Responsibilities

- Plan, organize, and execute the ALP project from start to finish, ensuring that the project objectives are achieved within the specified time frame, budget, and quality standards
- Develop project plans, schedules, and budgets, and ensure that they are adhered to throughout the project lifecycle
- Manage project risks, issues, and dependencies, and develop contingency plans as necessary

- Monitor project progress, and ensure that project outcomes are achieved, and that target beneficiaries have access to market-driven skills training
- Collaborate with stakeholders, including government officials, community leaders, and NGOs, to identify project requirements, and ensure that project outcomes meet stakeholder needs
- Lead and motivate project teams to deliver high-quality outputs, and ensure that team members are aware of their roles and responsibilities
- Communicate project progress, risks, and issues to project donor, stakeholders, and senior management
- Ensure that project documentation is complete, accurate, and up-to-date
- Conduct regular monitoring and evaluation of project outcomes, and ensure that corrective actions are taken to address any issues identified
- Any other tasks assigned by management

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Master's degree in any discipline (preferable CSE in Computer Science or equivalent)
- Certificate in " NTVQF Level-04" (Trainer & Assessor) under National Skill Development Agency (NSDA)

Experience Requirements

- At least 5 year(s)

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Highly experience candidates age will be flexible .
- Frequent traveler from one district to other district using local vehicle
- Minimum of 5 years of experience in project management, preferably in skill training projects in any National/International NGO.
- Experienced in developing annual, quarterly and monthly plans, budget and reports;
- Knowledge of project management methodologies, tools, and techniques
- Strong leadership and interpersonal skills, and the ability to work effectively with a diverse team

- Excellent communication and presentation skills, and the ability to communicate complex information to a variety of audiences
- Strong analytical and problem-solving skills, and the ability to make sound decisions under pressure
- Proficiency in project management software, such as Microsoft Project or Primavera P6.
- Proficient in MS Office tools (Word, Excel, Power Point);
- Good verbal and written communication skills in local language, English and Bengali;

Job Location

Barishal, Bhola, Gazipur, Jamalpur, Satkhira, Sherpur

Salary

Tk. 90000 (Monthly)

Compensation & Other Benefits

- As per project Allocation

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

Interested candidates are requested to submit their resume with cover letter along with recent Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 25/03/2023 by post or Currier or hand to hand delivery to or Email hr.esdo@gmail.com CC to sayedesdohr@gmail.com : Address to Senior APC (HR), ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

ESDO does not tolerate any Safeguarding abuse. So, if you have any history of child abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any gender abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life

please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

Equal opportunity, promoting women & children rights is mandate of ESDO.

***Photograph must be enclosed with the resume.**

Apply Procedure

Send your CV to **hr.esdo@gmail.com** or to Email your CV from **MY BDJOB**s account.

Application Deadline : **25 Mar 2023**

Published On

21 Mar 2023

Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Web : www.esdo.net.bd
