



## Eco-Social Development Organization (ESDO)

### Upazila Coordinator

Application Deadline: **9 Feb 2025**

#### Summary

Vacancy: **02**


Age: **at most 45 years**

Location: **Kurigram**

Maximum Salary: **Tk. 40000 (Monthly)**

Experience: **3 to 5 years**

Published: **3 Feb 2025**

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#### Requirements

##### Education

Master's or Bachelor's degree in any discipline. Environmental Science, Climate Change, Development Studies, Social Science, or a related field will give preferences.

##### Experience

- 3 to 5 years
- The applicants should have experience in the following business area(s):  
NGO

##### Additional Requirements

- Age at most 45 years

##### Additional Requirements

- Both males and females are allowed to apply.
- Strong leadership, communication, and coordination skills.
- Experience in working with local government bodies, NGOs, and community groups.
- Knowledge of climate change adaptation strategies, sustainable agriculture, and disaster risk reduction.
- Proficiency in report writing, data collection, and analysis.
- Willingness to travel extensively within the assigned upazila.

- Proficiency in Bangla and English (written and spoken).
- Conduct project-mandated surveys in accordance with requirements.
- Undertake additional project-related responsibilities as assigned by management
- Actively participate in trainings and workshops as per nomination.
- Assist in selecting Community Volunteers, monitor their activities, and provide supervision.

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## Responsibilities & Context

### Job Context

Eco-Social Development Organization (ESDO) began its journey in 1988 with a profound commitment to standing in solidarity with the poor and marginalized. As a people-centered organization, ESDO envisions a society free from inequality and injustice—where no child suffers from hunger and no life is shattered by poverty. Over nearly three decades of unwavering dedication, ESDO has expanded its reach, embraced new opportunities, and fostered meaningful, lasting change for disadvantaged communities.

Adapting to evolving challenges, ESDO has consistently provided timely, targeted interventions, particularly for the poor and marginalized. Its community-focused and people-centered approach aligns with national policies and the Sustainable Development Goals (SDGs). Today, ESDO stands as one of the most dynamic development organizations in Bangladesh, operating across 408 upazilas in 53 districts and directly impacting over 12 million vulnerable individuals.

We are seeking a highly motivated and dynamic Upazila Coordinator to lead project implementation at the upazila level. This role is pivotal in strengthening community resilience, promoting adaptive practices, and ensuring sustainable solutions to mitigate climate change impacts. The Upazila Coordinator will oversee the Action to Climate Change for Ensuring Sustainable Solutions (ACCESS) project, coordinate with stakeholders, foster community engagement, and drive project objectives in alignment with ESDO's vision for climate resilience and sustainability.

Authority: Project Manager

### Job Responsibilities

- Lead and manage the Project at the upazila level, ensuring effective implementation of project activities.
- Work closely with other project staff to ensure integrated and coherent implementation. Coordinate with local authorities, partner organizations, and other stakeholders to enhance project impact.
- Coordinate with local government authorities, community organizations, and stakeholders to foster collaboration and support for climate adaptation initiatives.

- Facilitate capacity-building programs, awareness campaigns, and training sessions on climate change adaptation and mitigation.
- Monitor and evaluate project progress, prepare reports, and ensure adherence to project objectives and timelines.
- Engage with community members to identify climate-related challenges and develop sustainable solutions tailored to local needs.
- Ensure the integration of climate resilience strategies into community development planning.
- Maintain proper documentation and records of project activities, success stories, and best practices.
- Represent ESDO at upazila-level meetings, workshops, and networking events to advocate for climate-resilient policies and initiatives.
- Conduct project-mandated surveys in accordance with requirements.
- Undertake additional project-related responsibilities as assigned by management
- Actively participate in trainings and workshops as per nomination.
- Assist in selecting Community Volunteers, monitor their activities, and provide supervision.

### **Workplace**

Work at office

### **Employment Status**

Full Time

### **Job Location**

Kurigram

### **Read Before Apply**

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth 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 Safeguarding 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.

\*Photograph must be enclosed with the resume.

## Apply Procedure

### Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport

size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 09/02/2025 by 5.00 PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or Apply through ESDO online career portal (<https://career.esdo.net.bd/>) by 09/02/2025 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

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

### Apply URL:

<https://career.esdo.net.bd/>

## Company Information

Eco-Social Development Organization (ESDO)

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### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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