



## Eco-Social Development Organization (ESDO)

### Assistant Program Manager

Application Deadline: **16 Oct 2024**

#### Summary

Vacancy: **01**


Age: **at most 50 years**

Location: **Bagerhat, Barishal ...**

Maximum Salary: **Tk. 60000 (Monthly)**

Experience: **3 to 5 years**

Published: **9 Oct 2024**

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#### Requirements

##### Education

Master's degree with additional qualifications in project management, training, or related fields is preferred.

##### Experience

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

##### Additional Requirements

- Age at most 50 years
- Both males and females are allowed to apply
- At least 3-5 years of experience in project/program management, preferably within the education, skills development, or women's empowerment sectors.
- Experience in working with disadvantaged communities, particularly adolescent girls and young women, is highly desirable.
- Knowledge of skills development, vocational training, and labor market demands in the local context.
- Strong understanding of project cycle management, including planning, budgeting, and reporting.
- Ability to motivate and guide teams towards achieving program goals.

- Strong written and verbal communication skills; proficiency in English.
- Ability to address challenges and come up with innovative solutions.
- Strong interpersonal skills and the ability to work collaboratively with different stakeholders.
- Knowledge of M&E practices and the ability to track project progress.
- Understanding of local culture and challenges faced by disadvantaged adolescent girls and young women.
- Integrity and commitment to ESDO's values of sustainability, equity, and empowerment.
- Ability to work under pressure and meet tight deadlines.
- Adaptability and flexibility to adjust to changing project needs.
- Passion for social change and commitment to empowering women and girls.
- Experience in conducting community-based training and capacity building.
- Familiarity with market-driven skills development programs, vocational education, and job placement initiatives.
- Proficiency in data management and use of software tools for reporting

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## **Responsibilities & 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. Near 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 to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with 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 adapted 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 337 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.

The Assistant Program Manager will support the overall management and coordination of the Alternative Learning Programme (ALP) aimed at equipping disadvantaged adolescent girls and young women with market-driven, transferable skills. The role involves working closely with the Program Manager, field teams, and stakeholders to ensure the smooth and efficient implementation of the project.

ESDO is inviting applications from interested qualified candidates for the following position.

## **Job Responsibilities**

### **Program Implementation Support**

- Assist the Program Manager in developing and executing program work plans, ensuring that project activities align with the overall objectives.
- Oversee day-to-day operations of the ALP, ensuring the effective delivery of educational modules and skills training.
- Monitor the progress of project activities, ensuring that they are completed on time and within budget.

### **Coordination and Stakeholder Engagement**

- Liaise with community leaders, local governments, and other key stakeholders to promote community engagement and awareness about the ALP programme.
- Facilitate strong relationships between ESDO, local partners, and beneficiaries to ensure program success.
- Attend meetings, workshops, and community engagement events as a representative of the programme.

### **Training and Capacity Building**

- Support in the design and delivery of training sessions for program staff, facilitators, and volunteers.
- Assist in building the capacity of field teams to effectively implement the ALP programme and maintain high-quality standards.

### **Monitoring, Evaluation, and Reporting**

- Collect and compile data related to project performance, monitoring key indicators in line with the Monitoring and Evaluation (M&E) framework.
- Support the preparation of progress reports, highlighting achievements, challenges, and areas for improvement.
- Ensure accurate documentation and data management, maintaining records for reporting purposes.

### **Resource Management and Logistics**

- Assist in managing the programme's resources, including financial management and procurement of materials needed for programme activities.
- Ensure the timely delivery of training materials, equipment, and resources to the various project sites.
- Coordinate with field staff to resolve logistical challenges.

## Communication and Advocacy

- Support advocacy initiatives that promote the importance of skills development for disadvantaged adolescent girls and young women.
- Assist in creating and disseminating communication materials, including success stories, case studies, and impact reports.
- Maintain regular communication with all programme stakeholders to ensure a flow of information and feedback.

## Workplace

Work at office

## Employment Status

Full Time

## Job Location

Bagerhat, Barishal, Bhola, Gazipur

## Job Highlights

The Assistant Program Manager will support the overall management and coordination of the Alternative Learning Programme (ALP) aimed at equipping disadvantaged adolescent girls and young women with market-driven, transferable skills. The role involves working closely with the Program Manager, field teams, and stakeholders to ensure the smooth and efficient implementation of the project.

## 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 the Eco-Social Development Organization (ESDO) online career portal (<https://career.esdo.net.bd/>) by 16/10/2024 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

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

Application Deadline: 16 October 2024

Published On: 09 October 2024

### 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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