

Category: NGO/Development

Head of Field Operation

Eco-Social Development Organization (ESDO)



Vacancy

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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. 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 **Head of Field Operations** will oversee the execution, monitoring, and management of field-based activities in bi-lateral projects. This role will involve direct engagement with field teams, stakeholders, and community partners to ensure that project goals and objectives are met efficiently. The ideal candidate will bring experience in project management, field operations, and working with community-driven development initiatives. The position demands strong leadership, organizational, and problem-solving skills.

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

Job Responsibilities

Leadership and Team Management:

- Lead, mentor, and supervise field teams to ensure effective implementation of project activities.
- Set clear performance goals, provide coaching, and ensure staff development through regular evaluations and training.

Field Operations:

- Oversee daily field operations across all project areas, ensuring activities align with ESDO's mission and project goals.
- Ensure the timely and effective implementation of activities in line with project timelines and budgets.
- Coordinate with partner organizations and stakeholders for the successful execution of joint field initiatives.

Monitoring and Evaluation:

- Develop and implement monitoring frameworks to track project progress and evaluate impact.
- Collect and analyze field data to generate reports, identify challenges, and recommend improvements.
- Ensure proper documentation of project activities and maintain accurate records.

Stakeholder Engagement:

- Liaise with government agencies, donors, community leaders, and other partners to foster strong relationships and ensure project sustainability.

- Represent ESDO in meetings, workshops, and conferences related to project activities.

Budget and Resource Management:

- Collaborate with the finance team to monitor field operation budgets and ensure financial accountability.
- Ensure the efficient use of resources and manage logistics related to field activities.

Risk Management:

- Identify potential risks and challenges in field operations and develop strategies to mitigate them.
- Ensure compliance with safety protocols and organizational policies during field operations.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Masters in social science preferable

Additional Requirements

- Age at most 50 years
- Both males and females are allowed to apply
- At least 5-10 years' experience in any national/INGO as a mid-level managerial position.
- At least 2 weeks field visits mandatory.
- Frequently field trip. Excellent English report writing skills.
- Computer skills is mandatory.
- Able to lead a big team consists of 10-15 projects in 5-8 districts catchment areas.
- Strong communication skills and able to facilitation, collaboration and coordination with donors, government officials, private sector and relevant other stakeholders.
- Experience of multi-dimensional projects implementation.
- Strong capacity of problem solving.
- M&E experience and minimum experience of financial management.
- Proven track record of managing large field teams and multi-site projects.
- Strong knowledge of project management tools, including planning, budgeting, and monitoring.
- Excellent communication skills, with the ability to interact with diverse stakeholders, including local communities, donors, and government bodies.
- Experience in managing partnerships with international organizations and government entities.
- Leadership and team-building skills.
- Excellent analytical, problem-solving, and decision-making capabilities.
- Proficiency in project management software and tools.
- Strong reporting and data analysis skills.
- Ability to work under pressure and manage multiple projects simultaneously.
- Proficient in both English and local languages.

Job Location

Rajshahi/ Dhaka/ Rangpur/ Thakurgaon/ Khulna

Salary

- Tk. 70000 to 80000/- (Monthly)

Compensation & Other Benefits

- Festival Bonus 2(Yearly) & Boishakhi allowance, Provident Fund, Gratuity & others benefit as per organizational policy.

Job Source

Bdjobs.com Online Job Posting.

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

Interested candidates are requested to submit their resume with cover letter along with recent 02 copy of Passport size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including mentioning two references with email on CVs. Applications should reach within 03/10/2024 by post or Currier or hand to hand delivery to: Head of HR, Human Resources Department, Eco-Social Development Organization (ESDO), Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Applications should be submitted within 03/10/2024 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: 03 October 2024

Published On: 21 September 2024

Company Information

Eco-Social Development Organization (ESDO) Address: Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh