

Category: NGO/Development

Management Trainee

Eco-Social Development Organization (ESDO)

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Vacancy

20

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 331 upazilas under 51 districts of Bangladesh covering over 10 million poor and vulnerable people. ESDO is inviting applications from interested qualified candidates for the position.

Job Responsibilities

- The Job holder will perform the following responsibilities in accordance with ESDO policies and the departmental procedures:
- Regular communicate with the existing on-going projects and assist them for quality implementation of the project activities;
- Assist in holding different level workshops, coordination meetings, issue based dialogues, round tables, seminars and symposiums on different development issues;
- Assist in designing of monitoring and evaluation mechanism for the on-going project;
- Assist in conducting rapid Survey & social research using appropriate tools ;
- Facilitate field level workshop, round table, policy dialogue, interface meeting, public hearing, awareness session, training etc. and prepare event reports;
- Contact and correspond with different Government departments, NGOs ,Private sectors & civil society groups on cross-sectorial activities ;
- Assist in preparing proposals and budget for the programmes/ Project/ activities.
- Prepare project-wise monthly action plans, activity report, monthly report, yearly report and meeting minutes etc.;

- Perform the responsibility to mainstream gender aspects/ issues/consideration through works and activities to achieve gender equity in the organization and its Programmes.
- Undertake field visits as and when necessary.
- Need to frequent field trip and Physically and mentally fit to travel to economically disadvantaged and geographically hard to reach areas and willing to work with excluded peoples/groups;
- Perform other functions as and when assigned by the higher authority.
- Ensure water quality, environmental sanitation and its documentation.
- Experience in the design, estimation and construction of WASH infrastructure in urban/rural areas.
- Support to develop bill of quantity (BoQ), estimation etc of WASH related interventions
- Identify and support implementation of demand based (Urban/Rural) WASH technologies at public place
- Ensure Health & Safety (H&S) policies are adhered during construction and also to support programmes/projects on this matter.
- Monitor progress, process and quality of project interventions and take necessary corrective measures throughout the project cycle to support partners.
- Drive, achieve and maintain agreed quality and standard during construction for sustainability.
- Facilitate in piloting interventions, action research etc. and share best practice/disseminate learning and contribute to knowledge management of the organization
- Good understanding of water contamination factors, water testing protocols and safety & security at work places during work execution
- Regular report to management/supervisor regarding work progress.
- Responsible to lead, motivate and provide technical support to all field level project staffs
- Support in procurement process for the project related procurements
- Have efficiency and knowledge on field problems and necessary action to resolve them.

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Master's in Food & Nutrition/ Sociology/ Social Work/ Social Welfare/ Psychology/ Environmental Science/ Disaster Management/ English/ Agriculture/DVM/ B.Sc or M.Sc in CSE, MPH.
- Only mentioned discipline passed from reputed university candidates are allowed to apply.

Additional Requirements

- Age at most 35 years
- Both males and females are allowed to apply
- Strong commitment to work with the extreme poor in the most vulnerable localities.
- S/he should have been able to communicate in English.
- Strong working competency of Microsoft Office, Internet browsing and of project management tools;
- Good networking and coordinating abilities.
- Valid motorcycling licenses will be added as extra value.

Job Location

Anywhere in Bangladesh

Salary

- Tk. 20000 (Monthly)
- After successful completion of 01 year probation period, ESDO's own salary matrix will be entitled.

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 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 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.

Applicants are encouraged to submit **Video Resume**.

Learn more about video resume

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

Apply Procedures

Apply Online

Hard Copy

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 29/03/2023 by email, post or Currier or hand to hand delivery to: Senior APC (HR), ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh . Soft copy not allow for this position.

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

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

Application Deadline : **29 Mar 2023**

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Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Web : www.esdo.net.bd