



## Eco-Social Development Organization (ESDO)

### Assistant Technical Officer

Application Deadline: **10 Sep 2024**

#### Summary

Vacancy: **06**

Age: **at most 35 years**

Location: **Dinajpur, Gaibandha ...**

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

Experience: **At least 2 years**

Published: **2 Sep 2024**

#### Requirements

##### Education

- The candidate should have at least a diploma in civil engineering/architecture or Master's in any discipline.
- B.Sc in civil engineering will get preference.

##### Experience

- At least 2 years
- The applicants should have experience in the following business area(s):  
NGO

##### Additional Requirements

- Age at most 35 years
- Minimum 2 years of working experience in civil engineering/architectural sector.
- Relevant working experience with PKSF or any project funded by multi-lateral development partners would be preferred.
- Good computer knowledge (MS Office and design & drawing software).
- Salary and other admissible benefits (if any) are inclusive of all taxes as imposed by the government of Bangladesh. Taxes will be deducted at sources as per government rules.

#### 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 377 upazilas under 52 districts of Bangladesh covering over 12 million poor and vulnerable people.

Eco-Social Development Organization (ESDO) is going to implement a sub-project titled Promoting Eco-Friendly Construction Materials through resource efficient and cleaner Production (RECP) practices as a part of the 'Sustainable Microenterprise and Resilient Transformation (SMART)' project. This sub-project aims to increase resource-efficient and resilient green growth of microenterprises (MEs) under Eco Friendly Constructions Materials (EFCM) sub-sector. The project is jointly financed by the World Bank, Palli Karma-Sahayak Foundation (PKSF), and Eco-Social Development Organization (ESDO). ESDO is inviting applications from interested qualified candidates for the position.

The employee will initially be hired for a one-year term, with the possibility of extending the contract till 30 June 2028, based on satisfactory performance

### **Sub-project Objectives**

To develop entrepreneur and technical assistant on eco-friendly construction materials.

To adopt resource efficient, cleaner production and good manufacturing practices.

To adopt climate resilient technologies for reducing vulnerabilities.

To increase technical knowledge and capacity of the MEs.

To improve market accessibility of eco-friendly construction materials.

### **Responsibilities**

The 'Assistant Technical Officer (Eco Friendly Constructions Materials (EFCM)' will work under the direct supervision of the Project Manager and will undertake following duties and responsibilities, which are essential but not limited to:

- Assist the Project Manager in implementing project activities.

- Assist to identify potential microenterprises (MEs), select appropriate climate-resilient and resource-efficient cleaner production (RECP) practices for MEs and motivate them to adopt those practices.
- Provide technical support to MEs at cluster level.
- Select MEs for demonstration, set-up demonstration, and follow-up the MEs.
- Assist the Technical Officer to prepare training manuals, leaflets, case stories of the sub-project, etc.
- Arrange training, field days, meetings, workshops, seminars, fairs, Environment Club meetings as per the project plan.
- Explore circular economy, value-added product diversification, new market potentiality.
- Assist to produce monthly, quarterly and annual progress report as per the requirement of the management.
- Regular field visit at project site, tracking the MEs' progress in adoption of the RECP practices and reporting;
- Maintain linkages with different government departments (i.e.LGED, PWD, HBRI, DoE etc.), academicians, value-chain actors (inputs sellers, market actors, transporter etc.), private sector companies, etc.
- Design and develop proper quality assurance system i.e. SOP for desired quality assurance of products. Check the quality of raw materials (sieve analysis or particle size analysis, presence of foreign materials, presence of clay, origin of materials) of products so that can be avoided rework/extra cost. Prepare mixed design or composition of individual product for ensuring quality products. Analyze the proposed R&D's new products and submit the report to the management timely manner.
- Check the finished products (random samples) quality against the specified specification (size, shape, PSI etc.) of products. Check standard curing process for products so that can be maintained quality. Ensure proper stacking and storage process of product so that product remain in customers' desired level. Implement the quality assurance SOP for better customer service.
- Keep aware and empower the related people to ensure quality products. Visit delivery site after delivery if client gives negative feedback.
- Field QC Lab for maintaining quality. Ensure products' quality testing from testing institutions/centers.

- Submit product (every individual item) quality production and RECP report to the management
- Any other tasks, duties, or specific tasks assigned by the Project Manager and management of the organization.

## **Compensation & Other Benefits**

Other admissible benefits (Festival Bonus, Boishakhi allowance, Mobile allowance, etc.) as per the organization's policy.

## **Workplace**

Work at office

## **Employment Status**

Full Time

## **Job Location**

Dinajpur, Gaibandha, Kurigram, Lalmonirhat, Nilphamari, Panchagarh, Rangpur, Thakurgaon

## **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.

## 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 10/09/2024 by 5.00PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh. Only shortlisted applicants will be contacted and called for an interview. Women are especially encouraged to apply. Equal opportunity, and promoting women & children's rights is the mandate of ESDO.

## Company Information

Eco-Social Development Organization (ESDO)

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### Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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রিপোর্ট

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