

**Category:** NGO/Development**Project Officer****Eco-Social Development Organization (ESDO)**[View all jobs of this company](#)**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 333 upazilas under 53 districts of Bangladesh covering over 10 million poor and vulnerable people.
- ESDO in partnership with Educo Bangladesh is going to implement the ``Promote Community Based Child Protection System`` project at Thakurgaon District. ESDO is inviting applications from interested qualified candidates for the above mentioned position.

**Job Responsibilities**

- Facilitation and conduction of community, Union and AYC based meeting, training and orientation.
- Prepare event budget, implementation plan and event report.
- Assist to organize ECCE learning center, community-based learning center in targeted community.
- Project implementation, monitoring and supervision.
- Supporting the children/youth and adolescent and schools for the improvement of education and co-curricular activities
- Forming Adolescent and Youth club in the targeted communities and assist them so that they can grow up as role models
- Facilitation to create joyful teaching learning opportunities for young children and increasing the capacities of parents, communities, educators and duty bearers
- Networking/linkage/collaboration with union/upazila and district levels networks and likeminded organizations

- Preparing monthly, quarterly and yearly reports and assist in financial reports preparation as required.
- Establish linkage with the government's social safety net program to explore access to the vulnerable families of the working children.
- Communicate regularly with LG's management and update the project activities.
- Organizing orientation, training, workshops, rallies, seminars etc. as and when required.
- Prepare field visit schedule/plan at the beginning of the month and submit to line management of the organization.
- 70% field work to assist in implementation of project activities and other 30% desk work for planning, communication and necessary documentation and reporting.
- Support to Community Development Officer to select project participants and quality program implementation.
- Assist project coordination and finance and admin officer to prepare different reports of project.

### **Employment Status**

Full-time

### **Workplace**

- Work at Office

### **Educational Requirements**

- Masters in Social Science or equivalent degrees.

### **Experience Requirements**

- At least 5 year(s)

### **Additional Requirements**

- Age at most 40 years
- Both males and females are allowed to apply
- Highly experienced candidates' age will be flexible.
- 5 years of relevant working experiences in NGO/INGOs in development projects.
- Experience of community mobilization, community situation analysis on child vulnerability and plain land indigenous community monitoring issue.
- Capacity building of project relevant stakeholders including community.
- Maintain liaison with GPS and other stakeholders to maximize the resources.
- Reporting and documentation of the respective clusters.
- Good at computer applications of MS Office, MS excel and internet browsing.
- Skills on drive motorcycle and should have valid driving license.

- Should have knowledge applying PLA/PRA tools in planning, monitoring activities at community level.

**Job Location**

Thakurgaon

**Salary**

Tk. 35000 (Monthly)

**Compensation & Other Benefits**

- Compensation & Other Benefits As per project design

**Job Source**

Bdjobs.com Online Job Posting.

## Read Before Apply

Only Shortlisted applicants will be contracted and called for interview

Women are especially encouraged to 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.

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

## Apply Procedure

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 23/09/2023 by post or Currier or hand to hand delivery to: Head of HR, ESDO, College para (Gobindanagar), Thakurgaon-5100, Bangladesh. Soft copy not allows 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: 23 September 2023

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**Company Information**

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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