

Category: NGO/Development

Assistant Programme Manager

Eco-Social Development Organization (ESDO)

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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. 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 bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted to 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 adopted 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.
- As an Assistant Programme Manager of Skill Training Projects, you will be responsible for providing support to the Programme Manager in the planning, implementation, and monitoring of various skill training projects. Your primary focus will be to ensure that project activities are carried out efficiently, effectively, and in accordance with the project plan. You will also be responsible for monitoring project progress, developing project reports, and ensuring that project outcomes are documented in a timely and accurate manner.
- As partnership with UNICEF, ESDO will implement the Empowering the most disadvantaged adolescent girls and young women through eco system based Alternative Learning Programme (ALP) for market-driven transferable skills project at Sherpur, Jamalpur, Satkhira, Barisal, Gazipur and Bhola district. ESDO is inviting applications from interested qualified candidates for the position.
- The project duration total 36 months from the joining date.

Job Responsibilities

- Assist the Programme Manager in the planning, implementation, and monitoring of various skill training projects
- Develop beneficiary database.
- Develop weekly report and submit to supervisor.

- Coordinate with project partners, stakeholders, and beneficiaries to ensure that project activities are carried out efficiently and effectively
- Monitor project progress, identify issues and challenges, and develop strategies to address them
- Assist in the development of project reports, including progress reports, final reports, and other communication materials
- Ensure that project outcomes are documented in a timely and accurate manner, and that project data is properly recorded and archived
- Conduct research and analysis to support the development and implementation of project activities
- Support the development of project proposals, budgets, and work plans
- Coordinate with project staff and partners to ensure that project activities are implemented in accordance with the project plan
- Assist in the development and delivery of training and capacity building activities for project staff and beneficiaries
- Represent the organization in project-related meetings, workshops, and events
- Any other tasks assigned by management

Employment Status

Full-time

Workplace

- Work at office

Educational Requirements

- Master's degree in any discipline

Experience Requirements

- 3 to 4 year(s)

Additional Requirements

- Age at most 45 years
- Both males and females are allowed to apply
- Highly experience candidates age will be flexible
- Minimum of 3-4 years of experience in project management, preferably in a skill training or capacity building context
- Strong organizational and time management skills, with the ability to manage multiple priorities and deadlines
- Strong analytical and problem-solving skills, with the ability to analyze and interpret complex data

- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders
- Proficiency in Microsoft Office and other project management software
- Knowledge of project management best practices and methodologies
- Willingness to travel frequently to project sites

Job Location

Barishal, Bhola, Gazipur, Jamalpur, Satkhira, Sherpur

Salary

Tk. 60000 (Monthly)

Compensation & Other Benefits

- As per project Allocation

Job Source

Bdjobs.com Online Job Posting.

Read Before Apply

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 25/03/2023 by post or Currier or hand to hand delivery to or Email hr.esdo@gmail.com CC to [sayedesdohr@gmail.com](mailto:sayedsohr@gmail.com) : Address to Senior APC (HR), ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh.

Only shortlisted applicants will be contacted and called for interview.

Women are especially encouraged to apply.

ESDO does not tolerate any Safeguarding abuse. So, if you have any history of child 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.

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

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

Apply Procedure

Send your CV to **hr.esdo@gmail.com** or to Email your CV from **MY BDJOB**s account.

Application Deadline : **25 Mar 2023**

Published On

21 Mar 2023

Company Information

Eco-Social Development Organization (ESDO)

Address : Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

Web : www.esdo.net.bd
