

## **Recovery And Advancement of Informal Sector Employment (RAISE) Project:**

**Rural Development Sangtha (RDS)** is launching a project titled ‘Recovery and Advancement of Informal Sector Employment (RAISE)’ jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19. The organization is registered with the Microcredit Regulatory Authority (MRA) with certificate number 00193-00028-00374. RAISE project will be finance by PKSF. In order to recruit honest, enterprising and hardworking manpower for the mentioned position under the Recovery and Advancement of Informal Sector Employment (RAISE) Project on an urgent basis; applications are being invited from Bangladeshi citizens.

### **Post: Coordinator**

The Coordinator is responsible for the overall management of the project at the Project Implementation Unit (PIU) level. S/he will work under the direct supervision of the Executive Director of the organization.

### **Major Responsibilities**

- Plan and implement outreach and intakes program through community engagement, field visits&, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, training activities, graduation, employment and track project participants’ progress & report training outcomes;
- Prepare training plan, assess training effectiveness and take feedback from program participants& stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly ;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSF in time;
- Coordinate with microfinance team of organization and Project Management Unit (PMU) of PKSF; and
- Perform any other tasks assigned by the management.

### **Educational and other Qualifications**

- Master in Business Administration/Management/Accounting/Finance/Economics/Development Studies/Social Work/Sociology/ Women and Gender Studies or BSc Engineering in CSE/EEE/Civil/Mechanical Engineering from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in any examination will not be accepted;
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;
- Should have Good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.

### **Experience**

- Minimum 10 years of experience including 5 years relevant experience in the development organization.

**Age Limit:** Maximum 50 years.

**Work Station:** Sherpur; extensive field visit is required.

**Assignment Duration:** **Tentative 5 Years** (Annually renewable based on performance)

**Salary & Allowances:** Consolidated Tk. 60,000/- (BDT Sixty Thousand) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

### **Read Before Apply**

#### **Qualified women are strongly encouraged to apply**

Rural Development Sangstha (RDS) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.

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

### **Apply Procedure**

Interested candidates are requested to send their handwriting application along with an updated CV (Mention the addresses and mobile numbers of two prominent people who know you), the latest passport size photographs (4 copies), copies of all academic and experience certificates, national ID card, Deposite slip of Tk. 200 for an exam fee in favor of Rural development Sanstha (RDS), A/C no: 6201100020696, Sonali Bank, Sherpur Branch. Addressing the application Executive Director, Rural Development Sangsha, 49, Griddanarayanpur, Sherpur Sadar, Sherpur -2100. Only short-listed candidates will be invited through their mobile number for the selection process. Please write the position`s name at the top right-hand corner of the envelope. The authority reserves the right to accept/reject any application and to add/relax any terms of the recruitment circular.

Application Deadline: **20 Jun 2022**