

Bangladesh Association for Social Advancement (BASA)

Name of the Position: Community Development Officer

Vacancy: 01

Job Description/ Responsibility:

Bangladesh Association for Social Advancement (BASA) is looking for deserving candidates to fill in the following position for a WASH project for fighting against current Covid-19 epidemic to be implemented in Sakhipur Municipality under Tangail district supported by **WaterAid**.

Major Responsibilities:

- Provide direct supervision of the implementation of project activities to ensure that deadlines are met, and activities produce quality outputs as per BASA and donor's operational/implementation guideline.
- Work directly with communities of the region to promote community led development including preparation and prioritization of community development plans for local improvement.
- Responsible for fund management, fund disbursement, follow-up and monitoring of expenditure with project activities and meet with internal and external audit/ monitoring visitors' team.
- Regularly coordinate project activities with local government line departments.
- Manage and oversee day-to-day management and appraisals of the project team members
- Prepare progress reports, and other reports as required by the organization.
- Ensure effective cooperation with municipality, DAE & Health and education department and other stakeholders.
- Assist with donor visits, provides services of a guide during donor visits and events
- Undertake additional responsibilities assigned by the Executive Director as and when required.

Job Nature: Contractual

Education requirement: Bachelor in social science, environmental science, development studies or equivalent

Job Experience:

- Minimum 2 years working experience in NGOs/development sector.
- Good advocacy and networking skill;
- Knowledge of digital data collection platforms and methodologies;
- Excellent computer skills: excellent knowledge of MS Word, Excel, PowerPoint and email/internet software, statistical analysis packages;

Additional Requirement:

- Technical and practical competence in WASH including experience in hygiene promotion programs, waste management, and related activities will be given preference;

- Good communication cooperation, interpersonal and time management skills;
- Excellent written and oral English language skills;
- Structured well organized and self-driven;
- Person of good character and integrity, strong organizational skills and ability to work independently.

Age limit: 25 to 35 years

Salary Range: 30,000-32,000 Tk. per month;

Other Benefits: Travel allowance, Festival allowance and cell phone allowance as per project budget.

Job location: Sakhipur Municipality area, Tangail, Bangladesh

Application Deadline: 24th January, 2021

Apply Online through BDJOBs.

or

Applicants in addition may apply with complete CV through the mail number shormina@gmail.com

Only Short-listed applicants will be called for an interview.

NGO Information:

Bangladesh Association for Social Advancement (BASA). Priyanka Runway City (Behind Hazrat Shahajalal International Airport, Dhaka) Road No. # 01, House No. # 42, Uttara, Dhaka