



## Bangladesh Office

### Job Advertisement

#### **Friedrich-Ebert-Stiftung (FES) Bangladesh is hiring a Project Officer (short term)**

*FES Bangladesh is recruiting a Project Officer (Short term). If you are a dynamic team player, ready for new challenges, and willing to contribute towards our effort to bring positive changes in the futures of higher education, and the futures of economy, we are looking for you. Please read the job advertisement and apply to qualify yourself to join our dynamic team and contribute to our exciting work.*

#### **Job Responsibilities:**

1. Be responsible for implementing overall project activities and reaching the project goal in coordination with the program coordinator;
2. Oversee, monitor, and timely report the implementation of the project targets and overall program to the Program coordinator.
3. Coordinate and facilitate workshops, training, and other events as per program design and implementation plan;
4. Provide technical support for developing the program implementation plan and its implementation.
5. Ensure documentation of the lessons learned, best practice, case studies and disseminate to concerned stakeholders;
6. Prepare reports and meeting minutes and preserve all documents produced during the project period;
7. Assist the Project Coordinator in preparing report, documentation, networking and partners as per requirements of the project implementation;
8. Provide feedback to the Project Management on project activities, progress, and strategies required to achieve the time frame's deliverables.
9. Maintain communication with partners, stakeholders, participants to run the programs smoothly;
10. Assist in developing event, event materials for more productive training and events with different programme participants including the Economy of Tomorrow (EoT) Alumni Network members and EoT Fellows;
11. Provide logistic and administrative support for the overall implementation of the program;
12. Perform any other work-related duties and responsibilities that are required for the FES Bangladesh Team may assigned by the line manager and Resident Representative.
13. Participate and contribute actively in the Team events and meetings to keep up the positive team spirit as FES promotes.

#### **Qualification and Experience:**

- Master's degree in social science, preferably international relations, political science, sociology, development studies, education, economics, or any other relevant social science field;

Office Address:-

#### **FES Bangladesh**

House No. 10, Apt. 302, Road No.96  
Gulshan – 2, Dhaka - 1212, Bangladesh

E-mail:- [info@fesbd.org](mailto:info@fesbd.org)

Web: [www.fes-bangladesh.org](http://www.fes-bangladesh.org)

Mailing Address:-

#### **FES Bangladesh**

Banani P.O. Box No. 9051  
Dhaka-1213, Bangladesh

Phone : 880-2-8831 362-3

Fax : 880-2-8831 364



### **Bangladesh Office**

- Up to three years of experience in development organizations, preferably one year in project management with a similar role;
- Those who have experience in network building, education reforms, gender will get preference.
- Strong written and verbal communication skills in English and Bangla;
- With an excellent computer and IT skills, especially the use of office software packages such as MS Word, MS Excel, MS PowerPoint, and digital meeting platforms (e.g. Zoom);
- Ability to work independently and to take the initiatives in a diverse environment;
- Strong interpersonal skills and a team player to foster FES efforts;

#### **Salary and Benefits:**

As per organizational policy, a competitive compensation package will be offered.

**Duration: Six months (July-December 2021)**

#### **Application Procedure:**

If you think that your qualification and experience match with the above requirements, please send the following docs in a combined pdf file to [application.fes@fesbd.org](mailto:application.fes@fesbd.org) mentioning "Project Officer (short term)" in the subject line.

i) One-page cover letter; ii) two-page CV (including contact details of two referees); iii) a letter explaining motivation and qualification; iv) details of your current remuneration package and salary expectations.

**Closing date for applications: 17 June 2021.**

Only complete applications via e-mail will be accepted for further procedure. Only shortlisted candidates will be contacted. No TA/DA will be provided for taking part in the selection procedure. Any canvassing may cause automatic rejection of the candidacy. FES is an equal opportunity employer and runs fully in compliance with all health safety measures in terms of covid-19 pandemic situation

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