



FES Bangladesh is recruiting a Project Officer. If you are a dynamic team player, ready for new challenges, and willing to contribute towards our effort to bring positive changes in the life of working-class people, 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 with the 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 calendar;
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. Keep training reports and meeting minutes and preserve all documents produced during the project period.
7. Assist the Program Coordinator in preparing project report as per organization's requirements
8. Provide feedback to the Project Management on project activities, progress, and strategies required to achieve the time frame's deliverables.
9. Maintain liaison with partners, trainers, stakeholders, participants to run the programs smoothly;
10. Assist in developing event, event materials for more productive training and events;
11. Provide logistic and administrative support for the overall implementation of the program
12. Perform any other work-related duties and responsibilities that the Program Coordinator or the Resident Representative may assign.

Qualification and Experience:

- Bachelor's Degree in social science, business administration, economics, labor law; preferably Master's Degree in the same or any other relevant field;
- 3 years of experiences in NGOs/INGOs, preferably 1 year in a similar role with an international development project;
- 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, Excel, PowerPoint, and digital meeting platforms;
- Ability to work independently and to take the initiative in a diverse environment;
- Ability and willingness to travel independently within Bangladesh
- Strong interpersonal skills and a team player to foster FES efforts;
- Identification with FES' mission and values

Salary and Benefits:

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

Application Procedure:

If you are interested and think your qualification and experience match the above requirements, please send your application to application.fes@fesbd.org. We only accept complete applications via e-mail using the provided application form.

Please visit our website

https://bangladesh.fes.de/fileadmin/user_upload/Revised_V2_FES_Application_Format_.pdf for the job application form.

Closing date for applications: 17 May, 2022.

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.