

সোসাইটি ফর ডেভেলপমেন্ট ইনিসিয়েটিভস্ (এসডিআই)

## জরুরী নিয়োগ বিজ্ঞপ্তি

স্মারক নং: এসডিআই/RAISE/২০২২/৩১১

তারিখ: ৯ জুন, ২০২২ খ্রি.

প্রকল্পের নাম: Recovery and Advancement of Informal Sector Employment (RAISE)

ক্রমিক নং	পদের নাম	সংখ্যা	বেতন সর্বসাকুল্যে	সম্ভাব্য কর্মএলাকা
০১	Project Coordinator	১জন	৬০,০০০/- টাকা	ঢাকা- আদাবর, আশুলিয়া, ধামরাই, দোহার, হাজারীবাগ, কাফরুল, কেরানীগঞ্জ, মিরপুর, মোহাম্মাদপুর, তেজগাঁও, দারুসসালাম, নওয়াবগঞ্জ, পল্লবী, সাভার উপজেলা, মানিকগঞ্জ-ঘিওর, মানিকগঞ্জ সদর, সিংগাইর উপজেলা, গাজীপুর-গাজীপুর সদর, কালিয়াকৈর উপজেলা এবং টাঙ্গাইল- মিজাপুর উপজেলার Urban ও Peri Urban এলাকা
০২	Case Management Officer (CMO)	১জন	৪৫,০০০/- টাকা	
০৩	Officer (Life Skills & Entrepreneurship Development)	১জন	৪৫,০০০/- টাকা	
০৪	Accounts Officer	১জন	৪০,৩০০/- টাকা	

বিস্তারিত জানতে এসডিআই ওয়েবসাইট ভিজিট করার জন্য অনুরোধ করা হলো। এসডিআই ওয়েবসাইট [www.sdi-bd.org](http://www.sdi-bd.org)

উল্লেখ্য যে, প্রকল্পটি পিকেএসএফ এর অর্থায়নে বাস্তবায়ন হবে। আগ্রহী প্রার্থীদেরকে বিস্তারিত তথ্যসহ CV আগামী ২৩ জুন ২০২২ খ্রি. তারিখের মধ্যে ইমেইল অথবা ডাকযোগে নিম্ন ঠিকানায় পৌঁছাতে হবে:

দরখাস্ত পাঠানোর ঠিকানা

নির্বাহী পরিচালক (সিইও)

সোসাইটি ফর ডেভেলপমেন্ট ইনিসিয়েটিভস্ (এসডিআই)

বাড়ি নং-২/৪ (৪র্থ তলা), ব্লক-সি, শাহজাহান রোড,

মোহাম্মদপুর, ঢাকা-১২০৭

ই-মেইল [sdi.hoffice@gmail.com](mailto:sdi.hoffice@gmail.com)



**Recovery And Advancement of Informal Sector Employment (RAISE) Project**  
**(Insert PO Name)**

**Terms of Reference of Project Implementation Unit (PIU)**

(Insert the name of PO) 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 RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, (Insert the name of PO) will implement the RAISE project in its catchment area.

PO brief in 2-3 sentences. .... (Name of the PO) is seeking competent project management professionals under the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

**1) Coordinator-1 Position**

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.



পল্লী কর্ম-সহায়ক ফাউন্ডেশন (পিকেএসএফ)

[www.pksf-bd.org](http://www.pksf-bd.org)

**Age Limit:** Maximum 50 years.

**Work Station:** ..... (PO's working area); 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)

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

(Insert the name of PO) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.



## 2) Case Management Officer (CMO)-1 Position

The Case Management Officer (CMO) will be responsible to enhance the quality of project implementation, maximize satisfaction of the project participants as well as stakeholders. The successful candidate will be accountable for the trainee's enrolment process to employment with the support of other PIU staff.

### Major Responsibilities

- Perform individual assessments through psychometric profiling and, identify potential program participants for Business Management Training (BMT) and Apprenticeship Program (AP);
- Provide individual and group counseling, assist in career planning assessing program participants' needs, preferences & abilities and support them to succeed in their roles through close supervision, mentoring, and coaching and;
- Facilitate sessions in training/workshops/courtyard meetings and coordinate with other actors to ensure referral and the transfer of cases where RAISE does not have the capacity or specialized support;
- Enter and update data into Case Management System (CMS) software and analyze them according to the demand of PMU;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly, and half-yearly progress reports in time; and
- Perform any other tasks assigned by the management.

### Educational and other Qualifications

- Master's Degree in Social Work/Social Welfare/Sociology/Psychology/Clinical Psychology/ Educational Psychology/Education from any Govt. Approved University;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Training in Case Management, Counseling, Entrepreneurship Development, Management Information Systems (MIS) will be treated as extra quality;
- Good operating skills of Microsoft Office (especially MS Word, MS Excel, MS PowerPoint) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

### Experience

At least 5 years of relevant experience in Case Management/Psychosocial Counseling/Information Management/Training in the development organization.

**Age Limit:** Maximum 45 years.

**Work Station:** ..... (PO's working area); extensive field visit is required.

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

**Salary & Allowances:** Consolidated Tk. 45,000/- (BDT Forty Five Thousand) per month and other admissible benefits as per Project/organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

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

(Insert the name of PO) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.



### 3) Officer (Life Skills & Entrepreneurship Development)-1 Position

The Officer (Life Skills & Entrepreneurship Development) is responsible for facilitating how to gain confidence and move forward in life and supporting to economic empowerment of youth and micro-entrepreneurs. The Officer will be responsible for delivering life skills and entrepreneurship development sessions and monitoring the program participants.

#### Major Responsibilities

- Facilitate sessions on growth mindset, emotional intelligence, team building, adaptability, networking & collaboration, business management & entrepreneurship development with leadership & healthy role modeling to youth;
- Establish linkage with local enterprises and entrepreneurs and other relevant stakeholders for employment (self and wage) creation and take feedback from the employers and apprentices regarding training & employment;
- Assist the Business Management trainees in developing Business Plans and monitor & mentor the trainees during their employment;
- Check attendance record, quality of training, beneficiary grievances, progress on business plan and future aspirations;
- Assist in organizing seminars, workshops, training, and other community mobilization programs;
- Assist in preparing monthly, quarterly and half yearly progress reports in time; and
- Perform any other tasks assigned by the management.

#### Educational and other Qualifications

- Master's Degree degree preferably in Economics/ Development Studies/ Social Work/Social Welfare/ Sociology/ Business Administration or BSc Engineering in CSE/ EEE/Civil/Mechanical from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Training in Life Skills/Soft Skills/Entrepreneurship Development/Business Management will be treated as extra quality;
- Have experience working with youth and micro-entrepreneurs;
- Good operating skills of Microsoft Office package; and
- Required to have excellent communication skills (written and verbal) in English & Bangla;
- Understanding and speaking the local language of the project area is an advantage.

#### Experience

- At least 5 years of relevant experience in training & facilitation/ entrepreneurship/ business development.

**Age Limit:** Maximum 45 years.

**Work Station:** (PO working area); extensive field visit across the country is required.

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

**Salary & Allowances:** Consolidated Tk. 45,000/- (BDT Forty Five Thousand) per month and other admissible benefits as per Project/organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

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

(Insert the name of PO) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.



#### 4) Accounts Officer- 1 Position

The Accounts Officer will be responsible for maintaining project accounts at PIU. He/she will also be responsible for releasing fund from the PKSf and will work under the direct supervision of the Coordinator of PIU.

##### Major Responsibilities

- Maintain all books of accounts of the project and maintain bank accounts, cash management, fixed assets management, stock management, advance and reimbursement, audit arrangements, TAX and VAT regulations and compliance with the project;
- Prepare budget and ensure actual expenditure is in line with the budget, maintain disbursement, reconciliation, and loan disbursement according to project Financial Guideline;
- Preserve all procurement records and financial records in accordance with the provisions of the PPA 2006;
- Assist in preparing monthly, quarterly and annual financial reports and any other related reports as per project requirement;
- Maintain liaison and coordinate with PMU accounts department regarding project accounts, and finance; and
- Perform any other tasks assigned by the management.

##### Educational and other Qualifications

- Bachelor's Degree in Accounting/Finance/Management from any Govt. approved university;
- More than one 3<sup>rd</sup> Division/Class in examinations will not be accepted;
- Candidates with CA (CC) or any relevant professional degree/certificate will get preferences;
- Training in Financial Management will be treated as extra quality;
- Experience in using AIS & MIS tools of microfinance will get preference;
- Good operating skills of Microsoft Office (especially MS Excel and MS Word) with software operation and reporting will be treated as essential skills; and
- Required to have excellent communication skills.

##### Experience

- At least 5 years of experience in accounts and finance related work in any reputed organization.

**Age Limit:** Maximum 50 years.

**Work Station:** ..... (PO working area); extensive field visit across the country is required.

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

**Salary & Allowances:** Consolidated Tk. 40,300/- (BDT Forty Thousand Three Hundred) per month and other admissible benefits as per organization rules. (Inclusive of all applicable Tax as per the law of Bangladesh)

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

(Insert the name of PO) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.