

Job Vacancy Circular

BNKS is an organization for Women and Children development, is inviting applications from qualified candidates for the “**Partnership for Resilient livelihoods for CHT region (PRLC) project** ” Supported by **Manusher Jonno Foundation (MJF) and Funded by European Union.**

Name of the Position	Location	Salary	Required Education, Experiences & Skills
Project Coordinator 01 (One)	Thanchi	BDT. 57,000	<ul style="list-style-type: none"> - Bachelor's degree in Agriculture in a relevant field, such as Agriculture, Animal Husbandry, or Fisheries, or Master's Degree in Sociology, Anthropology, Development Studies/ Nutrition, and other relevant subjects from any recognized private/public University. - At least 5-7 years of relevant work experience in leading the implementation of livelihood programs in the context of poverty reduction. - Ability to manage processes effectively, work under pressure, and maintain strict deadlines. - Having computer skills in MS Word, Excel, PowerPoint, and Internet Utilities. - Experience in training/workshop facilitation. - Excellent interpersonal communication skills and ability to work independently and as part of a team. - Working knowledge of any of the significant CHT local languages would be an added advantage. - Good command of both English, Bangla, and local ethnic languages. - Knowledge of Coordination, leadership, community engagement, and relationship building. - Knowledge and experience in working with Local Government Institutions and line departments. - Good networking, communication, negotiation, and interpersonal skills. - Experiences in working with a partnership approach. - Good report-writing and presentation skills. - Having a valid driving license and able to drive a motorcycle for long distances.
Technical Officer- 01 (One)	Thanchi	BDT. 36,000	<ul style="list-style-type: none"> - B.Sc. in Agriculture/Fisheries/Livestock degree with 4years' experience/ Diploma in Agriculture Science - Minimum 5 years of working experience with NGOs or other development organizations with the supervision of community/field facilitators. - Supervising role in CS-IFM-FFS approach would be an added advantage. - Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments; - Prior experience working in the CHT in a similar field would be an added advantage and educational qualification may be relaxed for such candidates. - Owning a valid driving license of a motorcycle with the ability to travel remotely in CHT. - Working knowledge of operating computers especially with Windows operating system, MS Office, internet and web

			<ul style="list-style-type: none"> browsing, etc.; - Experiences in working with a partnership approach. - Good report-writing and presentation skills. - Having a valid driving license and able to drive a motorcycle for long distances. - Working knowledge of any of the CHT local ethnic languages would be an added advantage.
<p>Monitoring Officer 01 (One)</p>	<p>Thanchi</p>	<p>BDT. 36,000</p>	<ul style="list-style-type: none"> - Master in English or any relevant subject - 3-5 years of experience in the development field working with more than 3 years in monitoring, reporting, and supervision positions in different national and international organizations. - Project formulation, strategic planning; - Knowledge and understanding of project monitoring and evaluation; - Having computer skills in MS Word, Excel, PowerPoint, and Internet Utilities - Knowledge of both qualitative and quantitative methods, data collection, and questionnaire/ tools design; - Data analysis and data management - Excellent report writing skills in both English and Bangla and CHT's local ethnic language would be an added advantage. - A writer and a composer of case and reports - Ability to travel and work in remote areas of CHT. - Supportive and committed to working for vulnerable groups, Values-oriented and Gender sensitive, Displays Sensitivity and adaptability on cultural diversity, gender, religion, nationality, and age. - Good knowledge of diversity and sensitivity of CHT - Having a valid driving license and able to drive a motorcycle for long distances.
<p>Finance & Admin Officer 01 (One)</p>	<p>Thanchi</p>	<p>BDT. 36,000</p>	<ul style="list-style-type: none"> - BBA in accounting/ B. Com Finance/ commerce /other relevant subjects - Minimum 5 years in the Development field with 3 years in Accounts, Administration, and Financial Management - Knowledge and understanding of accounts and financial management. - Having computer skills in MS Word, Excel, PowerPoint, and Internet Utilities - Financial reporting and analytical ability - Knowledge and understanding of administrative issues - Interpersonal skills
<p>Paramedic (ATO) 01 (One)</p>	<p>Thanchi</p>	<p>BDT. 25,000</p>	<ul style="list-style-type: none"> - Diploma in paramedic from any reputed public or private college/university. - Minimum 3 years working experience with NGOs or other development organizations with supervision of community; - Having computer skills in MS Word, Excel, PowerPoint, and Internet Utilities - Reporting Skills - Excellent command of Bangla; - Working knowledge of any of the CHT local ethnic languages would be an added advantage.

<p>Organizer 04 (Four)</p>	<p>Remakri, Tindu, Thanchi Sadar and Bolipara Union</p>	<p>BDT. 18,000</p>	<ul style="list-style-type: none"> - Diploma in Agricultural Science/Bachelor Degree /Graduation from any reputed public or private college/university. - Minimum 3 years of working experience with NGOs or other development organizations with the supervision of the community; - Experience in CS-IFM-FFS approach or livelihoods would be an added advantage. - Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments; - Prior experience working in the CHT in a similar field would be an added advantage and educational qualifications may be relaxed for such candidates. - Working knowledge of operating computers especially with Windows operating system, MS Office, Internet, and web browsing, etc. - Excellent command of Bangla; - Working knowledge of any of the CHT local ethnic languages would be an added advantage
<p>CNHP (Health Worker)- 04 (Four)</p>	<p>Remakri, Tindu, Thanchi Sadar and Bolipara Union</p>	<p>BDT. 15,000</p>	<ul style="list-style-type: none"> - Graduation/ Degree from any reputed public or private college/university. - Minimum 3 years working experience with NGOs or other development organizations with the supervision of the community; - Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments; - Prior experience working in the CHT in a similar field would be an added advantage and educational qualification may be relaxed for such candidates. - Working knowledge of operating computers especially with Windows operating system, MS Office, Internet, and web browsing, etc. - Excellent command of Bangla. - Working knowledge of any of the CHT local ethnic languages would be an added advantage.
<p>Community Mobilizer 08 (Eight)</p>	<p>Remakri, Tindu, Thanchi Sadar and Bolipara Union</p>	<p>BDT. 10,000</p>	<ul style="list-style-type: none"> - HSC/Bachelor Degree from any reputed public or private college/university. - Minimum 2 years working experience with NGOs or other development field. - Experience in CS-IFM-FFS approach or livelihoods would be an added advantage. - Excellent command of Bangla; - Working knowledge of any of the CHT local ethnic languages would be an added advantage
<p>Nutrition Apa 08 (Eight) (Women)</p>	<p>Remakri, Tindu, Thanchi Sadar and Bolipara Union</p>	<p>BDT. 10,000</p>	<ul style="list-style-type: none"> - HSC/Graduation from any reputed public or private college/university. - Minimum 2 years working experience with NGOs or other development field. - Experience in Nutrition/CS-IFM-FFS approach or livelihoods would be an added advantage. - Excellent command of Bangla; - Working knowledge of any of the CHT local ethnic languages would be an added advantage.

Office Assistant 01 (One)	Thanchi	BDT. 12,000	<ul style="list-style-type: none">- SSC/Class – 8 (Eight) Pass- Minimum 2 years experience in development and Office work- Maintaining an effective and efficient office environment.- Answering general inquiry telephone lines and directing calls to appropriate staff.- Maintain of up-to-date filing system for BNKS original documents.- Ordering and maintaining office supplies and stationery.- Assist the HR and Finance Officers in purchasing all items required by BNKS.
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Application instructions:

BNKS is an organization for Women and Children development, is inviting applications from qualified candidates for the “**Partnership for Resilient livelihoods for CHT region (PRLC)**” project. Qualified candidates as per the mentioned criteria are being requested to send the application along with a **cover letter, curriculum vitae with two (02) references, a copy of all academic and experience certificates with attested by first class GoB officer, two (02) copies passport size photographs and copy of national ID** to Executive Director, BNKS Head Office, Shoiloshova, Balaghata, Bandarban Hill District on or before **17 September 2023, 5.00 PM**. Please mark the position name on top of the envelope. **Preference will be given to women candidates for all posts**. Applications can be submitted by courier or physical at the above address. Applications along with necessary documents sent by email will not be accepted. Only short-listed candidates will be invited and priority to working experience in Chittagong Hill Tracts.



Manager, HR & Admin
BNKS, Bandarban Hill District
Contact # +8801557662098
E-mail: manager.hrandadm.bnks@gmail.com

Read Before Apply

BNKS believes that everyone we work with including our staff, partners, program participants, and the community has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We uphold human dignity and inclusion rights for all, regardless of age, race, religion, gender, disability, ethnic origin, or socio-economic condition. As an equal-opportunity employer, we actively encourage applications from women and gender-diverse individuals. We welcome persons with disabilities to apply. We nurture a culture where all individuals have the opportunity to realise their potential. Any personal persuasion will result in disqualification of candidate.