

24/01/2017

VACANCY ANNOUNCEMENT



ANANDO (NGO) implementing integrated development programs with the financial support from different national & international donors. We are going to implement a 2 years project “**Promotion of Confidence Building in CHT through Empowering Communities and Institutions**” in Khagrachhari district with **Bangladesh Enterprise Institute (BEI) & European Union**. We are inviting application for the following position of said project.



Position	Requirements
1. Project Manager-1 Position, Based in Khagrachhari District. Monthly gross salary Tk. 30,000/=	Master degree in any subject with at least 5 years working experience in right based approach, training facilitation & Coordination and project management. Good command in English and Computer skill are essential.
2. Documentation Officer-1 Position, Based in Khagrachhari district. Monthly gross salary Tk. 20,000/=	Masters in any discipline with 5 years working experience in senior position in the reputed NGO. Experience and knowledge on project planning, report writing, case study writing, publication and strong Computer and ICT skill.
3. Finance Officer-1 Position, Based in Khagrachhari district. Monthly gross salary Tk. 20,000/=	B.Com with 5 years working experience or M.Com with 3 years working experience in the reputed NGO. Computer skill is essential.
4. Field Facilitator-6 Positions, Based in Khagrachhari District. Monthly Salary Tk.12,000/=	At least Bachelor degree. Working experience on facilitation of training will be treat as additional strength.
5. Program Support Asst-1 Position, Based in Khagrachhari District. Monthly Salary Tk.10,000/=	At least Bachelor degree. Working experience on program support will be treat as additional strength.

Other benefits (PF, Gratuity, Festival Bonus) will be entitled as per organizational policy after completion of 6 months probation period. Application with details C.V. & PP size Photograph must be reached to **The Executive Director, ANANDO, 13A/4A (1st Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207** on or before **9th February, 2017**.

Note: Please mention the name on top of the envelope. Only short listed candidate should be call for interview.