

Training & Documentation Officer

Jagrata Juba Shangha (JJS)

Vacancy

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Job Context

- Vision for a Confident, Total responsive and equitable society
- Project: Creating Conducive Environment for protection of Most at Risk Children
- Assignment period : Long Term
- Closing Date: 5 pm, Tuesday, 09 July 2019

Job Responsibilities

- Preparing monitoring template for assessing progress following project to Log frame.
- Conduct field monitoring for keeping the progress and process in track.
- Prepare Case study, report and meeting orientation good example of the project achievements.
- Prepare event report and training modules.
- Development of knowledge management products and reporting structures.
- Regular data collection quality check and project database management
- Monthly, quarterly, annual and project end report preparation
- Collecting case studies design and organize FGD to measure the project impact/outcome.
- Collect and compile data and reports from project staffs.
- Organize meeting.

Employment Status

Contractual

Educational Requirements

- Bachelor in URP, Development Studies, Anthropology, Statistics.

Additional Requirements

- Only Female candidates are encouraged to apply.
- Qualification: Computer skill, communication skills, reporting in English.
- 01 year experiences in documentation in NGOs, skills on development projects.

- Desirable Criteria: Age should be under or equal 35 years.
- Working experiences in Children Development project in NGOs is preferable.
- Computer and communication skills, Advocacy skills.
- Data base management.

Job Location

Khulna

Salary

Tk. 25154 (Monthly)

Compensation & Other Benefits

- Travel allowance: Actual

Apply Procedure

Send your application to jjshrdinfo@gmail.com

or

If you are interested and meet the criteria, please enclose the following documents by 5 pm,
Tuesday, 09 July 2019:

CV more than three (03) pages are not acceptable. No extra documents will be attached with the application. It will be asked as necessity.

Cover letter briefings with his/her competencies for the position and recent Photograph.
Candidates must mention the name of position on the subject line on email and top of the envelop
along with full address and valid contract number to:

Coordinator Admin and HRD, Human Resource Department, JJS, Khulna Office, 35/8 TB Cross
Road, Khulna-9100.

Application Deadline : **July 9, 2019**