

## JD of Junior Project Officer

**Job title: Junior Project Officer**

**Reports to:** Project Coordinator

### **Job Responsibilities**

- Conduct outreach activities in target communities
- Build relationships with community leaders, organizations, and other stakeholders.
- Organize and facilitate community meetings, workshops, and training.
- Mobilize marginalized groups, to actively participate in project activities.
- Facilitate the formation of community-based committees.
- Collect and document community feedback, concerns, and suggestions regarding project activities.
- Prepare regular reports on community mobilization efforts, participation levels, and capacity building progress.

### **Educational Requirements**

Degree in any relevant subject such as- Environmental science, Water Resource Management, Sociology, Anthropology.

### **Experience Requirements**

- Minimum 1-2 years working experience .

### **Additional Requirements**

The ideal candidate must align with organizational values, meet deadlines with effective planning, possess strong English language skills, demonstrate excellent writing and analytical abilities, and be proficient in MS Office applications. Self-motivation, goal/result-orientation, and teamwork.

**Job Location:** Dacope, Khulna

**Employment Status:** Contractual

**Salary & other benefits:** BDT 40000 (Depending on experience)

If you think you are competent enough for the position, please apply online on and **2 January ,2025**

### **Application Process:**

Please send your resume/CV with a photograph along with a cover letter latest by **2 January ,2025** addressing Position Name. Application should be sent via email [it.uttaran@gmail.com](mailto:it.uttaran@gmail.com) and **Job.uttaran@gmail.com**.

Please mark the subject line as “**Application for the position of Junior Project Officer**”. Only properly complete applications will be considered for short-listing and will be contracted for the Interview.

addressing The Director of Uttaran, Regional Office, Tala, Satkhira. Application should be sent via online application or email to the following email address: House # 32 (Flat-B1), Road # 10/A, Dhanmondi, Dhaka-1209, and our website is [www.uttaran.net](http://www.uttaran.net).

Note - Uttaran is dedicated to creating a secure and equitable environment that is free from all forms of discrimination and harassment. This applies to employees, partner organizations, participants, and other stakeholders, who are all entitled to be treated with respect and dignity and have equal opportunities at

every level. Regardless of age, sex, gender, religion, ethnicity, color, physical and mental ability, we believe that everyone has the right to live free from sexual abuse, exploitation, and harassment. To achieve this goal, we have a zero-tolerance policy towards any conduct that is incompatible with the objectives of Uttaran, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. Anybody who was previously accused by any of these offences is not allowed to apply for any position of Uttaran. All candidates who are selected for a position with Uttaran will be expected to adhere to our safeguarding policies, code of conduct, child protection guidelines, and other procedures. They will be subject to rigorous reference and background checks, which may involve verifying their academic credentials, employment history, and obtaining police verification if deemed necessary. Additional information may be required from selected candidates to facilitate the background check process.