



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

## SDS (Shariatpur Development Society)

**Position Title:** Project Manager

**Organization:** SDS (Shariatpur Development Society)

**Vacancy:** 01

**Project Title:** ASHSHASH (For Men and Women Who Have Escaped Trafficking in Bangladesh)

### **Project Background:**

Winrock International – Ashshash (Phase-II), is funded by the Embassy of Switzerland in Bangladesh. The main objective of the project is to ensure that “women and men who have escaped trafficking will restore their dignity and wellbeing and become self-sufficient”. The survivors will be provided psychosocial counseling support along with other social services and facilitated opportunities for skills-devolvement and entrepreneurship training. Upon completion of the training survivors will be placed in either wage-based and or self-employment. Furthermore, Ashshash will reach people in the project’s working areas; either directly or indirectly, through awareness-raising activities on factors that make people vulnerable to human trafficking, and to ensure the prevention of human trafficking. The four-year-long second phase of Ashshash will provide comprehensive and personalized packages of service-provision to the survivors of human trafficking in Bangladesh.

### **POSITION SUMMARY:**

Project Manager (PM) will work under the direct oversight of Ashshash’s Sustainable Reintegration Partner (SRP) across the working districts of the project. The PM will work as lead of the Ashshash project at SRPs. Leading and managing project activities to ensure their overall sustainable reintegration by building and maintaining a collaborative and interpersonal relationship with serviceproviders will plan and managethe case management process for the survivors. Each PM will lead the assessment process of contextual needs and demands of each survivor under their management. Through this process, the PMs will identify and plan the provision of relevant psychosocial and social services, career-oriented choices for the economic development of the survivors through trainingand employment opportunities based on their contextual requirements, in a customized modality. Accordingly, the PMs will demonstrate the advocacy initiatives with the government offices. Also create a strong and effective collaboration and to support National Referral Mechanism (NRM) with local public and private service providers and avail the required services for each survivor. The PMs are also expected to demonstrate ethical engagement and care with the survivors, gender-sensitive methodologies of communication and guidance, and how to provide of trauma-informed support to the survivors. The PMs must also ensure compliance with Winrock International’s ‘Code of Conduct’ and ‘Do No Harm Policy’, whilst maintaining privacy and confidentiality of information respective to each survivor.

### **Job Responsibilities:**

- Lead a Project team and provide professional and technical support to project staff and other stakeholders of Ashshash project.
- Overall management of project implementation and activities based on the operational plan to achieve project target in time.
- Ensure that project activities are implemented in time complying with donor requirements;
- Day-to-day supervise and monitor the activities of project team including social services, economic empowerment, finance and monitoring to ensure effective project implementation;
- Coordinate the overall case management (identification to reintegration) system of Ashshash;
- Ensure social protection services to each survivor through need assessment, psychosocial counselling, health and legal support;
- Secure economic empowerment support to each survivor through comprehensive career counselling, soft skills, skills development, assessment, certification, entrepreneurship training, employment including Wage and Self with follow-up support;
- Ensure private sector engagement through partnership for sustainable wage and self-employment of the Ashshash beneficiaries;
- Coordination with other government and non-government service providing organizations to ensure service through referral;
- Coordination with Government, Local Government, Counterparts, Donors, NGOs, other related stakeholders and Projects;
- Prepare quarterly and annual narrative report, financial report and variance report;

☎ 02478815405, 02478815406

**Sadar Road, Shariatpur, Post Code-8000, Bangladesh. Phone : +88-0601-61654, Fax : +88-0601-61534**

**web : www.sdsbd.org, e-mail : info@sdsbd.org, sds.shariatpur@gmail.com**

**Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 03074-04616-00229**



# এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

## SDS (Shariatpur Development Society)

- Develop and implement procurement plans and provide audit responses timely and accurately;
- Actively manage to ensure baseline, mid-line and final evaluation accurately done considering Winrock's and donor's requirements;
- Attend regular basis in Government meeting and other coordination meeting in working districts;
- Assist to monitor survivors' progress through regular field visits using a prescribed schedule.
- Monitor program components at field along with training, workshop, meetings at different levels and provide feedback;
- Organize performance appraisal of staff as per their job description and design necessary action plan for staff development and implement it accordingly;
- Setup files to ensure that all project information is appropriately documented and secured;
- Manage survivors' database and ensure managing of Ashshash MIS with all require data in timely manner;
- Build and maintain liaison with Local Administration, Law enforcing agency, court and networks in line with human trafficking issues; and
- Maintain the confidentiality of project document and organizational regulations and implement it at his/her jurisdiction.

**Employment Status :** Full-Time

### **Educational Requirements :**

- Postgraduate/Graduate in Social Sciences/Developmental Studies or any other relevant discipline from a reputed institution;
- Minimum **Five (5) to Eight (8)** years' of practical experience in leading managing development project for vulnerable groups/communities at grassroots-levels;
- Having extensive knowledge and skills in Monitoring and Evaluation frameworks of development organizations;
- Experience with detailed case management systems and reintegration services for human trafficking survivors, or vulnerable and at-risk groups;
- Experience with the detailed documentation of providing social and economic support-services to trafficking survivors or vulnerable and at-risk groups, and detailed reporting mechanisms;
- Demonstrate positive attitude and sensitivity to support vulnerable and at-risk groups, and communities;
- Strong understanding of gender and diversity issues;
- Demonstrate strong interpersonal communication skills in English and Bangla; and
- Basic computer proficiency: i.e. MS Office, database management, coordination via email, project-specific management information systems, etc.

**Additional Requirements:** Age 35 to 45 years (For more experienced candidates, the age limit will be relaxed)

**Job Location :** Shariatpur & Faridpur District

**Salary:** Tk: 50,000 (Monthly)

**Compensation & Other Benefits:** All facilities will be available as per project budget.

**Application Sending Address:** SDS head office, Sadar Road, Shariatpur-8000, Bangladesh

**Email Address:** [recruitmentsdsbd@gmail.com](mailto:recruitmentsdsbd@gmail.com)

**Application Deadline:** 22 November, 2023

Interested candidates are requested to send their CV, Passport Size color photograph with a cover letter for the above position to the Executive Director, SDS (Shariatpur Development Society), Sadar Road, Shariatpur-8000, Bangladesh. Please write down the mobile number in the application and the name of the position on the top of the envelope. Only for short listed candidates will be called for the interview. If the CV is sent through e-mail please give the CV, Cover letter and other documents in PDF format.

**Sadar Road, Shariatpur, Post Code-8000, Bangladesh. Phone : +88-0601-61654, Fax : +88-0601-61534**

**web : [www.sdsbd.org](http://www.sdsbd.org), e-mail : [info@sdsbd.org](mailto:info@sdsbd.org), [sds.shariatpur@gmail.com](mailto:sds.shariatpur@gmail.com)**

**Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 03074-04616-00229**



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)  
**SDS** (Shariatpur Development Society)

Contact +88-01325-060203 for any recruitment related information. Contact hours are from 09.00am to 05.00pm

**SDS (Shariatpur Development Society)**  
Sadar Road, Shariatpur-8000, Bangladesh

☎ 02478815405, 02478815406