



এসডিএস (শরীয়তপুর ডেভেলপমেন্ট সোসাইটি)

SDS (Shariatpur Development Society)

Circular Number: 2024-2025.000.41

Date: 13/08/2025

Basic Information

Name of Organization	: SDS (Shariatpur Development Society)
Job title	: Deputy Director-Program
Job nature	: Senior-level Core Position
Number of positions	: 01
Age	: Max. 45 years (Age limit may be relaxed for candidates with more experience.)
Monthly Salary	: BDT: 120,000 per month and other admissible benefits as per Organization Policy.
Job location	: SDS Head Office, Shariatpur with frequent visits to the SDS's Dhaka office

ABOUT SDS

SDS (Shariatpur Development Society), a national level progressive development organization, has been working with the disadvantaged communities living the downward confluences of Ganges- Brahmaputra-Meghna (GBM) River Basin System. Started with responding to the humanitarian crises followed by a massive flood in 1991, SDS has been consistent in addressing the root causes of socio-economic marginalization, deriving from climate and gender injustices. SDS progressively scales-up its program interventions aligning to the global policy directives and national development plans while integrating rights-based approaches to its endeavour of people's socio-economic empowerment.

With the predominated exposure of SDS's working areas to the climate change-induced hazards, SDS takes into account the localized and disproportionate vulnerabilities with a view to facilitate locally-led actions for justice-based adaptation and just transition towards the green development.

SDS is governing a number of research and advocacy platforms namely Global Network on Disaster Reduction (GNDR), Start Network, National Climate Action Network South Asia (CANSA), Climate Justice Alliance-Bangladesh, NAHAB, NEAR etc and actively engaged in national and international policy discourses for ensuring climate and development justice.

Currently SDS is working in 12 districts of 3 divisions with 150000 direct beneficiaries of its different short and long-term projects.

THE POSITION

The Deputy Director-Program will play a pivotal role in developing, implementing, monitoring programs and leading the multi-actors dialogue with the community actors, local government authorities and CSOs to an inclusive and rights-based development for all. This position requires a strategic thinker with strong leadership skills and a deep understanding of international development narratives and its implication in national and local level.

In coordination with other senior officials, and with his/her reporting relationship to the Executive Director, this position also requires developing innovative projects and exploring potential donors their implementation,

RESPONSIBILITIES

Program Development and Implementation

- Hands on experience of project planning and designing, writing concept notes, project proposals, narrative reports, periodic reports, and the like;
- Strong knowledge of relevant GoB system and functions and previous experience of maintaining liaison with relevant government departments and agencies, design and oversee the execution of project implementation and advocacy programs in line with SDS's thematic focus areas.

Sadar Road, Shariatpur, Post Code-8000, Bangladesh.

Cell: 01325060185, Tel: 02478815406, web: www.sdsbd.org, e-mail: sds.shariatpur@gmail.com

Reg. No. Social Welfare: Shari-77/92, NGO Affairs Bureau: 794/93, Microcredit Regulatory Authority: 0374-04616-00229



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- Clear theoretical understanding on SDGs, climate change, DRR, resilience building etc. and respective national as well as global plans, documents and frameworks, and an updated knowledge of the climate change discourse;

Stakeholder Engagement

- Liaise with government agencies, non-governmental organizations, donors, and other stakeholders to build partnerships and promote collaborative efforts.
- Represent SDS in various forums, workshops, and conferences to advocate for policy changes and communicate SDS's development endeavour to the wider stakeholders.

Resource Management

- Manage program budgets effectively, ensuring optimal utilization of resources.
- Oversee the preparation of grant proposals and reports to secure funding and maintain compliance with donor requirements.

Qualifications

Education, Experience and Skills

- Master's degree majoring in Economics, Development Studies, Anthropology, Disaster Management, Environmental Sciences, or any other relevant discipline from any reputed national or international institution(s);
- At least 10 years of experience in program management within the non-profit implementation or advocacy organization, with a focus on disaster risk management, sustainable development, or related areas.
- Exceptional communication skills, both written and verbal, in English and Bengali.

Critical Qualities

- Strategic thinker with the ability to anticipate challenges and devise solutions.
- Strong interpersonal skills and the ability to build and maintain relationships with diverse stakeholders.

SALARY BENEFITS

Monthly gross salary: BDT 120, 000 (Higher salary could be offered to the exceptionally candidates meeting the qualifications and skills required for this position). Long-term benefits like contributory provident fund and gratuity are also applicable as per SDS's policy

APPLICATION INFORMATION

Potential candidates meeting the above requirements are requested to send CV along with a cover letter as a single document to:

recruitmentsdsbd@gmail.com

sds.shariatpur@gmail.com

Application Deadline:

25/08/2025

Only short-listed candidates will be contacted.

'SDS promotes diversity and gender balance in its workforce'

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