

Career Opportunity

Circular Number: 2025-2026.000.11

Date: 09/03/2026

Basic Information:

Name of Organization: SDS (Shariatpur Development Society)
Position Title : Project Manager
Project Name : Children & Youth Leading Inclusive Movements for Adaptation, Transformation & Environmental Resilience (CLIMATE)
Job Nature : Contractual
Number of Positions : 01 (One)
Age : 50 years (Age limited may be relaxed for candidates with more experience.)
Monthly Salary : BDT 70,000.00 (Seventy Thousand Taka Only)
Duration : Approximately 03 (Three) years
Location : Zanjira Upazila, Shariatpur
Reporting to : Assistant Program Coordinator

SDS (Shariatpur Development Society) is a Bangladesh-based non-governmental organization founded in 1991 and formally registered with the Department of Social Welfare (1992), the NGO Affairs Bureau (1993) and the Microcredit Regulatory Authority (2008). SDS received its first foreign funding in 1994 and established a long-standing partnership with PKSF in 1996. Working primarily in climate-vulnerable areas, SDS addresses climate change-induced vulnerabilities, disaster risks and structural poverty through participatory, inclusive and accountable approaches. SDS has experience working with institutional donors including UNDP, UNICEF, WFP, UN Women, FAO, IOM, CARE, Islamic Relief and START Network members and is actively engaged in national, regional and global networks such as CANSA, GNDR, NEAR, INAFI, APWLD and Girls Not Brides. Currently, SDS is implementing multiple donor-funded projects. For more info please visit www.sdsbd.org

The Project Manager will lead overall implementation of the CLIMATE project, ensuring timely delivery of activities related to inclusive climate adaptation, disaster risk reduction and youth empowerment. The role will oversee planning, team supervision, donor reporting and stakeholder coordination while ensuring quality, accountability and results-based management. The position will also guide adaptive programming, risk management and integration of gender, inclusion and safeguarding across interventions.

Job Responsibilities:

SL	Job Responsibilities	Time
1	Lead day-to-day planning, implementation and management of project activities	25%
2	Develop annual work plans, detailed implementation plans and activity schedules	15%
3	Supervise, mentor and coordinate project staff to ensure performance and accountability	15%
4	Ensure timely and quality narrative reporting to donor and internal management	15%
5	Coordinate with local government institutions, CSOs, schools and disaster management committees	10%
6	Ensure safeguarding, gender equality, disability inclusion and child protection standards are integrated across activities	10%
7	Identify implementation challenges and lead adaptive solutions	10%

Qualification & Experience Requirements:

- Master's degree in Disaster Management, Climate Change, Environmental Science, Development Studies, Social Science or related field.
- At least 5-7 years of experience managing complex projects focused on climate resilience, DRR, child and youth empowerment and emergency response.
- Strong practical experience in project cycle management, including planning, implementation, monitoring, donor reporting and compliance.
- Experience in coordinating anticipatory action interventions, community preparedness initiatives and humanitarian response operations.
- Sound knowledge of community-based adaptation, resilience building and nature-based solutions.
- Demonstrated leadership skills in managing multidisciplinary teams and ensuring quality program delivery in climate-vulnerable contexts.
- Strong analytical, coordination and decision-making skills with the ability to manage operational risks effectively.

Skills & Competencies

- Strong analytical, research and writing skills.
- Excellent communication and negotiation skills both Bangla and English.
- Ability to manage multiple deadlines and work under pressure.
- Strong coordination and stakeholder management skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).

Core Values & Attributes

- Commitment to the organization's mission, vision and development goals.
- Results-oriented and proactive mindset.
- Strong attention to detail and documentation.
- Willingness to travel and work with field teams when required.

Salary and Benefits:

- Monthly gross salary BDT: 70,000 and others facilities will be available as per project budget

How to Apply

Interested candidates are requested to submit a CV (maximum 3 pages) and cover letter mentioning the position applied for to recruitmentsdsbd@gmail.com by **31 March, 2026**. Only shortlisted candidates will be contacted. Any form of persuasion will lead to disqualification.

SDS firmly upholds a zero-tolerance policy against violence toward women and children and any form of sexual harassment and does not support or endorse any individual involved in such misconduct.

Women are especially encouraged to apply.