

# Career Opportunity

Circular Number: 2025-2026.000.15

Date: 09/03/2026

## Basic Information:

Name of Organization: SDS (Shariatpur Development Society)  
Position Title : Project Officer  
Project Name : Children & Youth Leading Inclusive Movements for Adaptation, Transformation & Environmental Resilience (CLIMATE).  
Job Nature : Contractual  
Number of Positions : 01 (One)  
Age : 40 years.  
Monthly Salary : BDT 40,000 (Forty Thousand Taka only)  
Duration : Approximately 03 (Three) years.  
Location : Zanjira Upazila, Shariatpur  
Reporting to : Disaster Risk Reduction Officer

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](http://www.sdsbd.org)

The Project Officer will support day-to-day implementation of field activities, community engagement and coordination with local stakeholders. The role will facilitate trainings, youth engagement initiatives and community-based climate and DRR actions while ensuring proper documentation and reporting. The position will play a key role in translating project plans into practical field-level results.

## Job Responsibilities:

SL	Job Responsibilities	Time
1	Implement project activities at community, school and institutional levels	30%
2	Mobilize community members, youth groups, schools and CSOs	20%
3	Organize trainings, campaigns, meetings and events	20%
4	Maintain activity documentation, reports and records	15%
5	Support monitoring, data collection and coordination	15%

## Qualification & Experience Requirements:

- Bachelor's (Master's preferred) in Development Studies, Environmental Studies, Social Sciences, or related field.
- Minimum 3 years of experience in implementing community-based climate, DRR or resilience projects.

- Experience in organizing trainings, facilitating community action planning and supporting climate-smart livelihood initiatives.
- Knowledge of emergency response coordination and field-level implementation of preparedness activities.
- Strong communication, facilitation and reporting skills.
- Ability to work closely with communities, local authorities and youth groups in climate-vulnerable settings.

### **Skills & Competencies**

- Excellent communication skill both Bangla and English. .
- Strong collaboration and negotiation skills with internal and external stakeholder.
- Ability to manage multiple deadlines and work under pressure.
- Strong coordination and stakeholder management skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to produce short videos, reels and visual stories for social media, websites and campaigns.

### **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: 40,000 and other 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](mailto: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.**