

Job Circular: Program Officer

Organization: (ADAB) Association of Development Agencies in Bangladesh

Project: *Strengthening the Role of NGOs and Civil Society Organizations for People-Centered and Sustainable Development, Continuation*

Supported by: Bread for the World, Germany

Job Type: Full-time

Duration: Project-based (Three years, started in January 2025)

Location: Based in Dhaka, with frequent field visits across the country

About ADAB:

ADAB is the coordinating body of NGOs in Bangladesh, dedicated to promoting people-centered, sustainable development and fostering a just, democratic, and gender-sensitive secular society. ADAB works closely with its Member Organizations (MOs), government agencies, and civil society stakeholders to advocate for policies that ensure social justice, human rights, and participatory governance.

Job Purpose:

The **Program Officer** will play a key role in assisting the **Program Director** in supervising project activities at the national and regional levels. The position involves close collaboration with project teams, Member Organizations, government officials, and civil society actors to ensure the effective implementation of project activities. The Program Officer will also contribute to capacity development initiatives and provide support to Divisional Coordinators in strengthening the role of NGOs in sustainable development.

Key Responsibilities:

- Assist in **designing and executing** yearly and quarterly program implementation plans.
- Oversee **day-to-day supervision and monitoring** of project activities, ensuring alignment with project objectives and output indicators.
- Support in conducting other activity under the project i.e. Project Monitoring, **research, advocacy** to strengthen the voice of civil society in policy dialogues.
- Facilitate **capacity-building initiatives** for Member Organizations, including training and workshops.
- Assist in **developing reports, documentations, and presentations** on project progress and challenges.
- Establish and maintain **strong coordination and communication** with Member Organizations, government stakeholders, and development partners.
- Support **field visits, assessments, and evaluations** to ensure program effectiveness and learning.

Qualifications and Experience:

- **Education:** Master's degree in Development Studies, Social Sciences, Public Administration, or a relevant field.
- **Experience:**
 - Minimum **5 years** of experience in program management, Sharing meeting, Dialogue, civil society engagement meeting, etc.
 - Capacity building activities like organizing training, workshops and seminar advocacy meeting.

- Experience in working with **NGOs, donor-funded projects, or government collaborations** is highly desirable.
- Strong understanding of **social justice, gender sensitivity, governance, and civil society development** issues in Bangladesh.
- **Skills & Competencies:**
 - Excellent **project management, coordination, advocacy and training skills**.
 - Proficiency in **report writing and documentation**.
 - Ability to engage and coordinate with **multiple stakeholders**.
 - Strong **verbal and written communication skills in English and Bangla**.
 - Proficiency in **MS Office (Word, Excel, PowerPoint) and data analysis tools**.

Employment Conditions:

- Gross Salary 50000.00 per month,
- Festival and Bangla New Year Bonus,
- Other benefits Gratuity and PF as per organizational rules.
- Frequent travel required across project areas.

Application Process:

Interested candidates are requested to send their CV with a photograph and a cover letter to the Director, ADAB, House No.1/E (1st Floor), North Adabor, Adabor, Dhaka, 1207 or by e-mail: adabhr@gmail.com. Women's are specially encouraged to apply.

Smokers do not need to apply.

Only short-listed candidates will be called for interviews.

Application Deadline: 17 March, 2025

Organization Information:

ADAB (Association of Development Agencies in Bangladesh)
House No.1/E (1st Floor), North Adabor, Adabor, Dhaka-1207
Website: www.adab.org.bd