



Women's Education for Advancement & Empowerment (WEAVE)

House #12, Rajbari, Rangamati.

Cell: +8801820236248, E-mail: weaves_2009@yahoo.com

Ref : স্মারক নং- উইভ/রাজা/ওয়েল/নিয়োগ-২১৩

Date : ২৫.০৩.২০২০ ইং

Vacancy Announcement

Supported by Manusher jonno Foundation (MJF) Women's Education for Advancement & Empowerment (WEAVE), is going to be implement the Project Women Empowerment Through Learning Leadership (WELL) at Rangamati Sadar and Kawkhali Upazilla of Rangamati District. Interested candidate can apply for the following positions:

Sl.no	Name of Post and Salary	Educational qualification and Experience	Type of work and condition
01	Project Coordinator-1, Salary: 32,000/-	<ul style="list-style-type: none">- Masters/Bachelor degree in Social Science/Arts, Gender and Development studies.- Good in English in writing and speaking and can speak at least two local languages- At least 3-5 years experience on related projects- Good command in computer MS Word, Excel, Power point and Internet- Good interpersonal skill, leadership, organizing and community mobilization	<ul style="list-style-type: none">- To provide overall direction to the project staff for the smooth implementation of the project activities- To conduct monitoring and reporting visits to project sites and supervise project staffs- To coordinate consultation meetings, orientation to different bodies- To attend meetings with all project partners at the upazila level- To submit financial and project performance reports to the MJF and other concerned departments on regular basis and when necessary.- To conduct monthly coordination meeting to all project staffs for project updating- To attend meetings, seminar, workshop and consultation as required by the donor
02	Finance and Admin Personnel Salary:20,000	<p>MBA in accounts/finance</p> <p>At least 3 years experience in relevant position</p>	<ul style="list-style-type: none">- To maintain all books of accounts accurately and to keep properly the financial records.-To ensure collection of monthly bank statement Rangamati by the 3rd day of each month.-To prepare the monthly and quarterly reports under the supervision of the finance and administration manager (with comparative studies), no later than 10th of the following month.-To prepare the monthly salary sheets for the employees.-To be in charge of the cash (to record any transfer, to fill the cash books).-To prepare the documents required by the Executive Director (including bank reconciliation, copy of the cheques and bank statements,...).-To assist the Executive Director in any account work if asked.- To make payments as per the organization's existing accounts rules &



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			regulation and supplementary guidelines, defined by the Finance Manager. - To disburse the advance money to the authorize persons, to check all the financial reports of the employees (advance books, requests, invoices in due time), to inform the Executive Director of any inaccuracy. - To records all loans, all assets (and to inform the office assistant), all long-term contracts (maintenance).
03	Field Officer (2)-Salary: 18000/- BDT	- Graduate/HSC and 2 years' experience related position	- Collect necessary data/information, update community profile; Mobilize the community and its leaders, assist in the identification/selection of targeted beneficiaries; Attend community and stakeholder meetings; prepare and submit work plans and regular reports

Interested person are requested to submit/send updated CV, recent passport size photographs and details work experience related all relevant certificates and should reach at WEAVE to Executive Director, Hous #12, RajBari Road, Rangamati Hill Tracts-4500 within April 2 2020 by 5.00 pm. No TA/DA will be provided for attending at the interview. Only short listed candidates will be called for participation in the interview process. Weave reserves the right to accept, rejects or any kinds of related to this recruitment, Email: weaves_2009@yahoo.com .

(Executive Director)

WEAVE

Raj Bari, Rangamati.