

## Cover Letter

December 25, 2019

**Position:** Deputy Program Officer/ Program Officer

**JICA Bangladesh Office,  
3rd Floor, Bay's Galleria,  
57 Gulshan Avenue (CWS-A19),  
Gulshan 1, Dhaka-1212.**

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Dear Sir,

I am writing to apply for the position of Deputy Program Officer/ Program Officer at JICA Bangladesh Office. I learned of this opportunity through Prothom Alo newspaper and based on the experience, skills and qualification outlined in the job listing, believe that am well suited to join your team in this capacity. Attached is my CV for your consideration.

As the attached CV indicates, I have gained over 3 years of proven progressive professional experience in development sector as Officer (Project Support), Field Investigator and Research Associate. Have spent substantial years as an Officer (Project Support) at the Sustainable Research and Consultancy (SRC) Limited, leading the coordination of various projects and programs. In my role, I was assigned to manage administrative, development, planning, and implementation policies, and programs in support of the project; expedite project implementation by maintaining liaison with government/non- government authority, local & international agencies and other stakeholders; review and check documents related with bid, contract and any other request received from project implementing agencies; support to prepare presentation, report, organizing meeting/seminar, programs, field visits if necessary; support in monitoring & evaluation of the projects and so on. Apart from that, I need to visit frequently to different pourashavas, upazilas or any other project areas as and when necessary as part of my duties. Besides the professional skills, I also possess a vivid technical knowledge on **MS Word, MS Excel, PowerPoint, MS Outlook, Web Applications, Social Media, Java, HTML, CSS, Oracle/My SQL** etc. In addition, I'm holding a master's degree in Social Science with special concentration on project cycle management, and public policy analysis.

I'm very much excited by the prospect of applying the analytical, technical, interpersonal, and team building skills that I have gained as well as my familiarity with partners to a career with the JICA Bangladesh. Not only does the applied position represent a logical next step in my desired career path, but it offers unique opportunity to join the largest bilateral donor agency in Bangladesh with opportunities for continuous development and growth.

I look forward to hearing from you. Thank you for your attention and consideration.

Sincerely

Md. Mehedi Hasan