

# Manabik Shahajya Sangstha (MSS)

## Position: Program Manager (Social Services Program)



Application Deadline: 20 May 2024

### Summary

Vacancy: 01

Age: At most 45 years

Location: Head Office/Project Office, Dhaka.

Published: 04 May 2024

Experience: 6 - 8 years of relevant experience.

### Requirements

#### Education

- Master's Degree in any discipline from a reputed university with good academic records. Professional courses in relevant subjects will get an added advantage.

#### Experience

- 6 - 8 years of relevant experience.
- Experience in Education programs, especially Non-Formal Primary Education and preschool programs, Mother and Child Health Care Projects, and Skill Development Programs for unemployed youths, will be an added advantage.
- Should have hands-on experience in proposal writing and fundraising.

### Additional Requirements

- Both males and females are encouraged to apply.
- Age at most 45 years.
- Proven experience as a Project Manager/ Officer/ Coordinator managing a team in a particular thematic sector of Education.
- Working knowledge of Microsoft Word/ Excel/PowerPoint/ Adobe Photoshop, etc.
- Coordination/ Advocacy/ Networking/ Communication skill.
- Project Proposal, Report writing, and Documentation skills.
- Excellent writing and oral presentation skills in English and Bangla.
- Monitoring, Evaluation, Decision-making & Problem-solving skills.
- Financial management skills.
- Planning, analytical, and strategic management skills
- Ability to work under pressure and manage workload effectively to meet deadlines.
- Supportive, effective, and good team player.
- Leadership & Staff Management skills.

### Responsibilities & Context

#### Job Summary:

Manabik Shahajya Sangstha (MSS), a leading national-level non-governmental organization, was established in 1974. MSS empowers disadvantaged people by making resources available through microcredit, providing health and nutrition services, controlling preventable blindness, promoting food security, women and child rights, good governance, non-formal primary education, pre-primary education, and technical education, among other things.

The position is an integral part of the organization's Social Services Program. The Program Manager (SSP) will manage the smooth implementation of different programs and events under the MSS social services program. S/he will ensure the alignment between the organization's Goals and Mission and the Program's activities. S/he will also be responsible for preparing periodical reports on ongoing program activities.

### **Major Responsibilities:**

Major responsibilities including (but not limited to):

- Ensure the overall implementation of the project activities is in line with the project document, work plan, budget, and quality and that they comply with organizational and donor policies.
- Develop and implement strategic plans to achieve program goals and objectives in alignment with the organization's mission and values.
- Provide leadership and guidance to program staff, including hiring, training, and performance management.
- Improving quality of services in Education, Health & Skill Development (for unemployed youths) Programs.
- Ensure expansion of existing services and establish public and private partnerships with partners and stakeholders.
- Monitor program outcomes and evaluate effectiveness using data-driven methods, making adjustments as necessary to improve results.
- Manage program budgets, including forecasting, monitoring expenditures, and seeking additional funding opportunities as needed.
- Writing project proposals, concept papers, EOI, organizational profiles, brochures, editing newsletters, and program monitoring.
- Search for new projects/ grants and prepare and submit proposals accordingly.
- Ensure effective technical support of the program through regular monitoring, handholding, and close supervision of the program team.
- Lead the team to identify various funding opportunities & develop quality proposals targeting institutional and non-institutional funding.
- Foster a positive, inclusive work environment promoting teamwork, professionalism, and continuous learning.
- Identify the needs and support the development of staff and partners to increase their competence.
- Build, nurture & strengthen strategic partnerships with various national & international humanitarian organizations, including donors, government departments & other stakeholders.
- Establishing and maintaining contact with various organizations/ stakeholders to add value to program/ project implementation.
- Prepare monthly, quarterly, and annual reports, both quantitative and qualitative.
- Maintain proper documentation (both hardcopy and softcopy) of project beneficiaries and other required data, including project activity, monitoring, a follow-up report, and activity photos.
- Perform any other relevant tasks assigned by the supervisor/concerned authority.

### **Compensation & Other Benefits**

- An attractive salary package commensurate with experience and skills will be offered to deserving candidates according to the pay structure of MSS.
- T/A, Mobile bill, Tour allowance, medical allowance, Provident fund, Gratuity
- Two festival bonuses in a year.
- Yearly increment.
- Special "Staff welfare fund" to cover health expenses for self and family.
- Two weekly holidays and all other govt. holidays
- Other benefits as per Policies & Procedures of the organization

**Workplace**

Work at office

**Employment Status**

Full-time

**Job Location**

Head Office/Project Office, Dhaka (with need-based field visit)

**Job Highlights**

- Recruitment Ref. No: MSS/HR & ADMIN/RECRUITMENT/2024-13.

**Read Before Apply (Apply Instructions)**

If you fulfill our requirements and think yourself confident as the best fit, you are requested to send your **CV** (including two professional references) along with a **cover letter** (CV & cover letter should be in one MS Word or PDF file) addressed to the Executive Director, MSS through e-mail to: [hr@mssbd.org](mailto:hr@mssbd.org) or **Apply online** on or before **20 May 2024**. *Please mention the position applied for in the subject line of the e-mail.* We treat all applications for employment on their merits. Any persuasion will disqualify the candidature. MSS reserves the right to cancel any application. Only short-listed candidates will be contacted and invited for the selection process.

**Apply Procedure**

**Apply Online**

or

**Email your CV** Send your CV to the given email [hr@mssbd.org](mailto:hr@mssbd.org)

**Company Information**

Manabik Shahajya Sangstha (MSS)

**Address:**

SEL Centre (3rd Floor), 29, West Panthapath, Dhaka-1205

**Business:**

Manabik Shahajya Sangstha (MSS), a leading national level non-governmental organization, was established by a group of students of Dhaka Residential Model School/ College and later of the University of Dhaka in 1974 with the aim to provide succor to the underserved flood-stricken people. Thereafter, MSS started to empower the disadvantaged people by making resources available to them through microcredit, health and nutrition services, eliminating preventable blindness; promoting food security, women and child rights, good governance, non-formal primary education, among others.