https://corporate.bdjobs.com/logos/24530.jpg**Manabik Shahajya Sangstha (MSS)**

**Position: Senior Program Officer (Social Services Program)**

Application Deadline: 20 May 2024

**Summary**

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| Vacancy: 01 | Age: At most 40 years |
| Location: Head Office/Project Office, Dhaka. | Salary: TK. 40,000 – 45,000 |
| Experience: 4 - 5 years of relevant experience. | Published: 04 May 2024 |

**Requirements**

**Education**

* Master's degree, preferably in Social Sciences, Social work, Public Health, Non-formal education, or relevant subjects, from any recognized university with good academic results. Applicants with a third-class grade in any level of education will not be considered.

**Experience**

* 4 - 5 years of relevant experience.

**Additional Requirements**

* Both males and females are encouraged to apply.
* Age at most 40 years.
* Strong interpersonal, communication, and organizational skills.
* Team-oriented and able to work with a diversified group of people.
* Analytical and multitasking skills to meet deadlines consistently.
* Understanding organizational goals and objectives and operating programs accordingly.
* Report writing skills both in English and Bangla.
* MS Office, Excel, and PowerPoint.
* Supportive, effective, and good team player.
* Leadership & Staff Management skills.
* Ability to work under pressure and manage workload effectively to meet deadlines.

**Responsibilities & Context**

**Job Summary:**

Manabik Shahajya Sangstha (MSS), a leading national-level non-governmental organization, was established in 1974. MSS works to empower disadvantaged people by making resources available to them 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):

* Provide technical support to the Program Officers, Assistant Program Officers, and Program Assistants of all respective programs to ensure the smooth implementation of the program activities.
* Improving quality of services in Education, Health & Skill Development (for unemployed youths) Programs.
* Provide recruitment support and on-the-job orientation to all newly recruited staff.
* Conduct an annual appraisal of all supervises as per the rules and policy of MSS HR.
* Provide Technical support to the team in developing project proposals, periodical reports, monitoring checklists, and other technical tools for MSS SSP.
* Monitor and supervise all program activities (health, education, and MSS Technical Institute) according to the monthly work plan in association with respective team members and provide necessary feedback to the team for further development.
* Attend different meetings and workshops on behalf of the team and represent MSS SSP to the different forums (like- GO/NGO/INGO and Donors)
* Liaison and coordination with various stakeholders (PKSF, Euglena, Thana Education Office, BGMEA, BTEB, Directorate of Family Planning, Nagad, ICDP, ENRICH, Bkash) for various aspects of the program implementation phases.
* Review and develop the annual work plan of all individual teams and share it with MSS Management to prepare MSS's Annual Report.
* Prepare the annual budget for each program component and share it with MSS management for final approval.
* Work with the media team to develop sponsorship contents and different materials (sponsorship form, one-pager, envelope, appeal letter, thanks letter, email contents) for expanded communication with potential sponsors.
* Provide necessary support to the Program Manager - SSP to explore new avenues of sponsorship getaways.
* Conduct training, workshops, and periodical meetings to improve staff capacities and review program activities.
* Responsible for managing program budgets & ensuring sound financial monitoring/compliance and accountability of the project.
* Prepare and present different presentations on programs' activities for national and international visitors.
* 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 as assigned by the supervisor/concerned authority.

**Compensation & Other Benefits**

* Monthly salary: Tk. 40,000 – 45,000
* 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/**2024-12.**

**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** 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.