

Post: Field Operation Personnel
Project Name: Buriganga Riverkeeper
Administered by: Blue Planet Initiative (BPI)

Jobs Description/ Responsibility:

Job posting Area/ Location: Dhaka.

Job Nature: Contractual

Number of Vacancies: 01

Age Range: 20-35 Years

Gender: Any

Responsibilities:

- Manage an assigned Project growth.
- Develop best practices and standard tools to improve operational efficiency.
- Monitor Key metrics and develop operational strategies.
- Provide guidelines and support to field office staffs.
- Plan and schedule appropriate training programs.
- Collaborate with finance team to determine the budget.
- Streamline all operational, functional and administrative system based on organizational laws and regulations.
- Address all issues and concerns relating to the field operations.
- Develop Operational policies.
- Monitor and manage program operation within assigned budget.
- Ensure timely preparation and submission of the project/program reports.

Educational Requirements:

- MSC/MSS/MBA
- Academic qualification will be considered for highly deserving Candidates.

Additional Job Requirements:

- Having organizational capacity and communication skill.
- Having computer skill (Microsoft Word, Excel, and Microsoft Power Point).
- Creative in Thinking and practice in modern development approach.
- Cooperative with other team members.
- Good behavior, open minded and respectfully to others.
- Listening capacity, mentality to work in any difficult environment with utmost integrity.
- Willing to work in both grassroots and policymaking level intensively.
- Willing to work extra time as and when required.

Salary Range: As per organization policy

Other Benefits: As per organization policy

Applying Instruction:

Please send application with a Cover Letter and CV including copy of National ID and include two references on your CV. The application should be sent to the following **address by 31/12/2016** to The Executive Director, Blue Planet Initiative (BPI) or e-mail to blueplanetbd@gmail.com. Only shortlisted candidates will be called for interview. Application must enclose his/her Photograph with CV.

Organization Information:

Blue Planet Initiative (BPI) is a non-government organization that works for the environment and people.

Organization Name:

Blue Planet Initiative (BPI)

House # 159, Road # 06, Block # Ka, PICI Culture Housing, Mohammadpur, Dhaka-1207

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