



SKS Foundation

### Project Officer-Community Mobilization

Application Deadline : 16 May 2026

Matching Percentage

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#### Summary

Vacancy: 01

Age: 18 to 40 years

Location: Gaibandha

Salary: Tk. 45027 - 45027 (Monthly)

Experience: 3 to 5 years

Published: 10 May 2026

#### Application Insights

View

#### Requirements

##### Education

- Master's in any discipline but Master in Public Health (MPH) is preferable.

##### Experience

- 3 to 5 years

##### Additional Requirements

- Age 18 to 40 years

Minimum 5 years of relevant experience with I / NGO on health focused project implementation including at least 3 years in project management and supervisory role.

Proven ability to lead and supervise field teams for activity implementation and community mobilization.

Strong knowledge of Maternal and Newborn Health issues in Bangladesh and hands-on experience in health-focused programs.

Strong communication and report writing skills in both English and Bangla.

Proficient in computer applications, including MS Office and internet use.

Willingness and ability to ride a motorcycle with having a valid driving license.

#### Responsibilities & Context

SKS Foundation in partnership with Save the Children is implementing the Project for Promotion of Maternal and Newborn Health (MAMOTA Project) in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

Prepare Upazila and Union-level community mobilization plan align with the project DIP and budget.

Support in implement community awareness activities for the promotion of maternal and newborn health such as courtyard sessions, community meetings, gatekeepers, male groups and youth forum meeting.

Provide facilitation support to the Field Officer and Community Influencer to conduct community level sessions.

Ensure timely and quality implementation of field activities in target unions.

Build and maintain relationships with community leaders, religious leaders, FWCMC, Community Groups (CG), Community Support Group (CSG) members, women's groups, youth forum and local volunteers.

Coaching and mentoring the Field Officers, Community Influencers and other field staff engaged in community mobilization to improve performance.

Ensure all supervise staffs work plan, attendance and time sheet on time submission and share with Project Coordinator.

Ensure supervise staffs' field movement on time and result oriented.

Ensure appropriate financial and administrative activities related to community mobilization in compliance with SKS Foundation and SCI.

Coordinate with Local Administration (UNO), Upazila Health & Family Planning officers (UH&FPO and UFPO), Union Parishads, CBOs, other NGOs and local stakeholders.

Maintain effective coordination with existing committees and community groups for ensuring sustainability of the Mamota intervention by strengthening stakeholder leadership, promoting community ownership of MNH activities and fostering positive behavior change.

Participate in MNH-related coordination meetings at Upazila and Union levels.

Regularly monitor field activities and ensure the proper use of data collection tools, including registers and reporting formats for data collection and compilation.

Ensure systematic documentation of the project's best practices, success stories, challenges and lessons learned for future planning.

Provide regular progress updates to the Project Coordinator for support timely guidance and informed decision-making.

Ensure full compliance with the organization's Child Safeguarding and Gender policies across all levels of project implementation.

Promote a safe, inclusive, and respectful environment at working union for children, adolescents and marginalized mother in community mobilization activities.

Ensure that the Community Influencers, Field Officers and project stakeholders are aware on Child Safeguarding and Gender sensitivity through existing project activities

Promote community feedback mechanisms and accountability.

#### Compensation & Other Benefits

- T/A, Weekly 2 holidays, Mobile bill

- Salary Review: Yearly

- Festival Bonus: 2

As per organizational policy and project guideline.

#### Workplace

Work at office

#### Employment Status

Full Time

#### Job Location

Gaibandha

#### Job Highlights

Experience in NGO

#### Read Before Apply

Interested Candidates are requested to apply via <https://www.sks-bd.org/index.php/career>. Applications should reach within 16 May, 2026 with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. SKS Foundation is committed to establish a safe working environment for all by encouraging respect for human rights through organizational policy and practices and discouraging violation, discrimination and non-compliance in all actions. SKS is an equal opportunity employer committed to ensuring diversity and gender equality within our organization and encourage applicants from diverse backgrounds to apply.

#### Apply Procedure

##### Hard Copy

<https://www.sks-bd.org/index.php/career>

#### Company Information

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SKS Foundation

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##### Address:

College Road, Uttar Horinsinha, Gaibandha- 5700.

##### Business:

SKS Foundation is a long reputed national NGO engaged in service delivery and rights based activities for disadvantaged hardcore poor people for their quality life and livelihoods. With this exposure, the expectation from civil society, private and public organizations remain high such that SKS Foundation provides a top quality service to the increasing numbers of very poor and chars dwellers in Bangladesh since 1987. It started development work for the poor and marginalized people through different program interventions. The growth and development of SKS Foundation is the joint effort of a few local self-devoted young men and women, social workers from various academic disciplines.