

Vacancy Announcement

Trinamul Unnayan Sangstha, a local NGO in Khagrachari, invites applications from permanent residents of Khagrachari District for the position of Senior Project Officer (SPO) under “Enhancing Marginalised People’s Opportunities With Equity, Rights, Mentorship, and Engagement for Nation-building and Transformation (EMPOWERMENT) supported by the GFA Consulting Group/FMA and funded by the Nagorikata: Civic Engagement Fund (CEF). The key donors are Swiss Agency for Development and Cooperation (SDC), Global Affairs of Canada (GAC) and European Union (EU).

Name of the post : Senior Project officer (1 position)
Grade/Level : B1
Contract Type : Fixed Contract (Project Duration)
Job Location : Khagrachari Hill District
Report to : Project Manager, EMPOWERMENT, TUS
Salary and Benefits : As per the budget line of the approved project.
Project Duration : May 03, 2026 to June 14, 2027.

Requirement of Experience: A minimum of 7 years of relevant experience is required and the candidate must be capable of handling the project management activities independently.

Educational Qualification: Master's degree in Sociology, Anthropology, Development Studies, and any other relevant subject from any recognized private/public University.

Other competencies and Skills:

1. Assist in the development of project work plans, objectives, and timelines.
2. Provide guidance and support to project staff, ensuring clear roles and responsibilities.
3. Conduct regular team meetings to review progress and address challenges.
4. Build and maintain relationships with stakeholders, including donors, government agencies, and local partners.
5. Facilitate training sessions and workshops for project staff and partners to enhance their skills and knowledge.
6. Support the development of project-related materials and resources.
7. Must be willing and physically able to work in and travel frequently to difficult geographical and cultural environments;
8. Owning a valid driving license of a motorcycle with the ability to travel remotely in CHT.
9. Working knowledge of operating computers, especially with Windows operating system, MS Office, internet web browsing etc.
10. Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

1. Oversee the day-to-day execution of project activities, ensuring timely and efficient delivery
2. Work under close guidance/supervision of the Project Manager



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3. Assist in developing and refining project work plans, timelines, and strategies
4. Ensure that all project activities align with the overall goals and objectives
5. Coordinate with various teams (finance, M&E, field officers) for smooth implementation
6. Provide technical guidance to field staff and partners to ensure quality outcomes
7. Facilitate capacity-building initiatives for project teams and partners
8. Maintain strong communication with local communities, government agencies, and project partners
9. Represent the project at meetings, workshops, and other external engagements
10. Prepare regular project reports for internal and external stakeholders, including donors
11. Ensure that project outputs meet high-quality standards and contribute to the overall objectives
12. Report any challenges or issues to the Project Manager and propose solutions
13. Utilizing at least 80 % of working time for the field visits/field activities monitoring;
14. All training-related reports, evaluations, and field observation reports with recommendations to management are produced on time and as required;
15. Monitor the monthly progress of delivery and achievements in the assigned areas;
16. Prepare event reports, progress report in monthly, quarterly, six-monthly basis as per submit to the Project Manager
17. Prepare success stories/case study, annual report and submit to the Project Manager
18. These responsibilities ensure that the Senior Project Officer is a key player in the successful delivery of project goals, while fostering teamwork and maintaining accountability

To apply for the above position, please send your application with detail CV, PP size photographs, academic certificates, experience certificates, national ID card and address to Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Samsad Building, Pankhaiyapara, Khagrachari Sadar or email: tusrecruitment@gmail.com by **3rd May 2026, 5.00 pm**. The candidate is requested to mention the position applied for on envelope or email.

Short list will be announced on **6th May 2025 at 5.00 PM** on TUS website and Notice Board at Head Office. Only the short-listed candidates will be invited to attend the **written/viva voce test to be held at 10:30 AM on 16th May 2026**. TUS does not pay any TA/DA for attending the interview sessions.

Women and person with disability will be given priority.

Note: Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to take decision in regard of the recruitment process.

Convener
Recruitment Committee
Trinamul Unnayan Sangstha
Date: 26.04.2026