

# Supervisor

Adventist Development and Relief Agency

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**Organization:** Adventist Development and Relief Agency

**Employment Opportunity:** Supervisor Position

**Application Deadline:** 2 March 2023

## **Job Responsibilities:**

- **Planning and organizing field operations:** The supervisor will work with the project manager to plan and organize field operations. This may include coordinating with other team members, scheduling work, and ensuring that resources are available.
- **Managing field staff:** The supervisor will manage the field staff and provide guidance and support to ensure that they are following project plans, working effectively, and meeting project goals in a timely manner.
- **Ensuring compliance with project plans:** The supervisor will ensure that all field activities are conducted in compliance with project plans, timelines, and budgets.
- **Monitoring project progress:** The supervisor will monitor project progress and report any issues or challenges to the project manager.
- **Providing technical assistance:** The supervisor may provide technical assistance to project staff and community members to ensure that they have the knowledge and skills necessary to implement project activities. Assist in identifying training needs for the implementing staff, Communities as well as the target (Beneficiaries).
- **Liaising with community members:** The supervisor will liaise with community members to ensure that they are aware of project activities and that their feedback is taken into account in project planning and implementation.
- **Reporting and documentation:** The supervisor will be responsible for documenting project activities, collection the journal, and success stories, preparing progress reports and ensuring that all required documentation is completed and submitted on time.
- **Meet other requirements:** Assist your supervisor whenever required.

## **Educational Requirements:**

- Bachelor's degree in any discipline
- Candidates must have knowledge of Agriculture. A diploma in agriculture is highly preferable.
- **Professional Certification:** Diploma in Agriculture
- **Training/ Trade Course:** Agriculture, Project Development
- **Skills Required:** training/facilitation, Agriculture, Good Liaison Communication Skills with Govt. Non-Govt. personnel, project supervision, monitoring

## **Experience Requirements**

- 3 to 4 year(s)
- agricultural sector, Field or Project Organizer
- Conduct IGA, CSA, Health, and Climate Change Mitigation training for beneficiaries.
- Agriculture demonstration plot set up, vermin compost, vegetable garden, etc.
- Implementing Wash activities

- Additional Requirements
- Age 30 to 50 years
- Good Communication Skills
- Good computer knowledge
- Good problem-solving skills
- Valid Driving License and willing to ride a motorbike in rural areas.

**Job Location:** Mymensingh (Gouripur)

**Salary:** BDT 25,828.00

**Compensation & other benefits:**

- Mobile bill, Provident fund, Weekly 2 holidays, Insurance, Medical allowance
- Bonus depends on the availability of budget.

**Job Condition:** Contractual and project-based, there will be 3 months' probation period.

**Application Procedure:**

- Send your CV to [joel.sikder@adrabd.org](mailto:joel.sikder@adrabd.org)
- Photograph must be enclosed with the resume

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