



# Zabarang Kalyan Samity

Our vision is for an educated society that is free from poverty, equal in justice, capable in activities, secure and empowered in every state of life

## “Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” Project

### Vacancy Announcement

Published Date: 27 February 2026

**Submission Deadline: 05 March 2026, 4:30 PM**

**Zabarang**, a local NGO based in Khagrachhari Hill District, invites applications from qualified candidates for the following positions under the above-mentioned project, supported by **Helen Keller International**. The project aims to improve the nutritional status, health resilience, and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts through integrated Nutrition, Food Security, and WASH interventions. Recruitment is subject to final approval and agreement between Helen Keller International and Zabarang.

**Name of Position:** Upazila Coordinator

**Number of Position:** 09 (Nine)

No.	Name of Upazila	Number of position	Comment
01	Khagrachari Sadar	1	Finally selected candidate can be assigned in any mentioned Upazila
02	Dighinala Upazila	1	
03	Mohalchari Upazila	1	
04	Panchari Upazila	1	
05	Matiranga Upazila	1	
06	Manikchari Upazila	1	
07	Laxmichari Upazila	1	
08	Ramgarh Upazila	1	
09	Guimara Upazila	1	
	<b>Total</b>	<b>09</b>	

**Duty Station:** Upazila/Sub District Level in Khagrachhari with frequent travel to project sites

**Duration of contract:** 8 Months

**Salary and Benefit:** As per project allocated salary and Other Admissible benefit.

**Reports to:** Project Coordinator

**Supervises:** Field Coordinators and Community Nutrition Promoters

### Job Summary

The **Upazila Coordinator** is responsible for planning, coordinating, monitoring and supervising project implementation at upazila level for the project “**Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh.**” The role ensures effective delivery of Nutrition, WASH, and Livelihood interventions, quality services for marginalized communities and strong coordination with government stakeholders, capacity strengthening of government service providers in line with project objectives.



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## **KEY TASK AND RESPONSIBILITIES**

Key Areas of Accountability:

### **A. Strategic Planning and managing project implementation**

- Support the technical and intervention leads in providing strategic direction and collaboration with different line departments of government and private sector stakeholders including administration at assigned upazila;
- Take lead in ensuring the project implementation under assigned sub-district of Khagrachhari district in CHT as per the plans & guidelines;
- Monitor the progress of activities to ensure that the activities are done in a qualitative and quantitative way within the stipulated timeframe;
- Ensure proper planning, designing, organizing and facilitation of the orientation/discussion sessions, meetings, workshops, seminars etc. at the upazila level;
- Ensure visibility of the donors and other partner organizations as applicable;
- Conduct regular field visit to union and community level as per need to understand the status of project intervention implementation as well as provide support to GoB and relevant stakeholders in implantation;

### **B. Coordination, representation, and overseeing resource management and HR**

- Establish effective networks with upazila level government departments, NGOs and other like-minded development organizations, and facilitate/re-activate existing coordination platforms to ensure effective delivery of project interventions in a coordinated and coherent manner;
- Ensure that project staff establish and maintain liaison/coordination with the sub-national and local level stakeholders;
- Attend upazila level coordination meeting organize by different technical line department and lead the discussion on project intervention issues as and when required;
- Represent project team in monthly/quarterly NGO coordination meetings organized by govt stakeholders as and when required;
- Contribute to programme level discussions on strategies, technical interventions and approaches based on practical situation and field experiences;
- Proactively identify the opportunities for cross learning sharing experiences among the geographical areas;
- Arrange upazila level monthly coordination meeting and participate upazila level team meeting and relevant other meeting/discussion as required;
- Coordinate and supervise communication activities in the field level at upazila level;
- Maintain linkage and functional relationship with Upazilla administration and lined agencies especially with Upazila Health Office, DAE, DLS and DPHE;
- Build and maintain functional relationship with private service providers.

### **C. Mentoring, monitoring/supervision, reporting and documentation**

- Plan the Monitoring and Evaluation (M&E) activities for the project as per Project approved M&E Plan and include the activities accordingly;
- Review the monitoring activities of the staff and gather the information through MIS and generate report for all concern and undertake corrective measures as per monitoring findings;
- Participate in internal audit/evaluation process and take corrective measures as per findings of the audit/evaluation report;



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- Prepare high-quality donor and internal reports, success stories, and lessons learned in coordination with MEAL teams;
- Submit monthly / quarterly /annual report on the progress and achievements; also report on weak points and suggested remedies.

## D. General

- Ensure project activities in compliance with donor requirements, organizational policies, and safeguarding standards.
- Coordinate with Finance and Procurement teams to ensure timely utilization of resources and documentation
- Ensure that the staffs (FC & CNP) are getting necessary logistics support on time for smooth implementation of the project activities.
- Manage project risks and ensure timely resolution of operational challenges.
- Ready to work in any natural disaster or emergency.

## QUALIFICATIONS AND EXPERIENCE:

### ESSENTIAL

**Academic:** Master's degree, preferably in Social Sciences /Nutrition /Public Health / Agriculture/ Business Studies /Development Studies, or any other relevant discipline;

**Working Experience:** At least 5 years' experience of which 2 years in management position within the area of program coordination, government relations, organizational capacity development and training, partnership management preferably in international organization;

**Knowledge:** Sound knowledge on CHT political, environmental, and social context, nutrition, livelihood and WASH situation and challenges especially in his/her district and upazilas. Technical knowledge on nutrition, health services, food security agriculture and other livelihood components and WASH is desired.

**Skills:** Skill in programme planning, coordinating, representing, and staff management. Good in report writing, appropriate computer proficiency in MS Office, good analytical skill, strategic and innovative approach, highly versatile, ability to work well under pressure and to deal with a variety of issues at the same time. Excellent interpersonal and cross-cultural communication skills.

### Attitudes:

- Works well with teams
- Conscious of child protection issues
- Non-discriminatory and gender sensitive
- Willingness to work in remote, rural locations

**Interested person, who meet the above requirement, are requested to submit following documents-**

- 1) Cover letter and updated CV with 1 copy of recent passport size photograph;
- 2) Photocopy of last academic certificates;
- 3) Experience certificates;
- 4) Copy of NID.

Applicant can also apply through email at [info.zabarang@gmail.com](mailto:info.zabarang@gmail.com), and Cc: [info@zabarangbd.org](mailto:info@zabarangbd.org). Only PDF copy will be accepted.



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## Disclaimer

Only short listed candidates will be called for participation in the interview process. No TA/DA will be provided for attending at the interview. Any persuasion will disqualify the candidate and Zabarang recruitment committee reserves the right to accept, rejects or taking any kinds of decision related to this recruitment.

**Eligible female candidates and persons with disability are highly encouraged to apply.**

### Read Before Apply:

Zabarang is committed to first do no harm to children or adult beneficiaries, to respect the rights of all beneficiaries, and to uphold the best interests of children as a primary consideration in all actions and decisions; accordingly all the recruits will go through specific checks and compliance procedures in accordance to its **Child Protection Policy** and **Safeguarding Policy**. Zabarang has 'zero' tolerance towards incidents of violence or abuse against children or women or adults, including sexual exploitation or abuse, committed either by employees or others affiliated with our work.

### Please note that:

- Residences Candidates from Khagrachhari Hill District and/ or having working experience in Khagrachhari will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with Zabarang Kalyan Samity will get preference.

Interested candidates are requested to submit their Cover Letter, a recent photograph and CV/Resume to the following email address by mentioning the applied position in subject line to the Executive Director, Zabarang Kalyan Samity on or before 5<sup>th</sup> March 2026, 4:30 PM.

Email address: [info.zabarang@gmail.com](mailto:info.zabarang@gmail.com), and Cc: [info@zabarangbd.org](mailto:info@zabarangbd.org) or

Hard Copy to: Executive Director, Zabarang Kalyan Samity, Khagrapur, Khagrachhari.

**Executive Director**

Zabarang Kalyan Samity  
Khagrapur, Khagrachhari.