THE SALVATION ARMY
BANGLADESH TERRITORY

The Salvation Army, Bangladesh, is seeking a qualified and experienced Project Manager to join its Healthy and Safer Community Project in Mirpur-11, Dhaka. The project provides essential healthcare services and support to people affected by leprosy and tuberculosis (TB), particularly among vulnerable and marginalized communities. Beyond healthcare, the project promotes community well-being through health awareness, improved living conditions, community engagement, and initiatives that support the protection and empowerment of women and children. Through its integrated approach, the project aims to improve the health, safety, and quality of life of the communities it serves.

Qualifications & Experience Requirements:

- Minimum Master's degree in a relevant discipline, such as Social Sciences, Development Studies, Public Health, or Project Management.
- Candidates with a Bachelor's degree and substantial relevant professional experience may also be considered.
- A Certificate or Postgraduate Diploma (PGD) in Project Management will be considered an added advantage.
- Minimum 5 years of professional experience in project/ programme management within an NGO/ INGO or community development organization, including at least 3 years in a supervisory or management role.
- Demonstrated experience in managing donor-funded development projects throughout the project cycle, including planning, implementation, monitoring, evaluation, reporting, and closure, with the ability to prepare quality narrative and financial reports for donors, government authorities, and organizational management.
- Proven ability to establish and maintain effective coordination and working relationships with government departments, local authorities, NGOs, community leaders, and other relevant stakeholders to ensure effective project implementation.
- A basic understanding of TB and leprosy interventions, prevention and control strategies, and related field operations is desirable.
- Strong attention to accuracy, confidentiality, and ethical standards.
- Ability to work independently and coordinate with medical officer and staff members.

Required Skills:

- Excellent written and verbal communication skills in both English and Bangla. Ability to speak Urdu will be considered an added advantage but is not mandatory.
- Strong digital and computer literacy, with proficiency in Microsoft Office 365 applications and familiarity with Toladata or other project monitoring and tracking tools.
- Strong project management skills, including planning, implementation, monitoring, evaluation, and reporting.
- Effective leadership and team management skills, including team building, conflict resolution, and staff supervision.
- Strong problem-solving, analytical, and decision-making skills.
- Excellent presentation and facilitation skills.
- Strong interpersonal, networking, and partnership-building skills, with the ability to engage effectively with government offices, NGOs, donors, and community stakeholders.
- Strong organizational skills, attention to detail, time management, and the ability to prioritize tasks and meet deadlines.
- Sound understanding of NGO compliance requirements and relevant regulatory frameworks in Bangladesh.

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Key Responsibilities:

- Oversee the overall planning, implementation, monitoring, and evaluation of project activities to ensure effective delivery of project objectives.
- Ensure timely preparation and submission of monthly, quarterly, semi-annual, annual, donor, THQ, NGO Affairs Bureau, government, and other required reports.
- Coordinate project assessments, evaluations, surveys, and learning initiatives, and utilize findings to improve programme quality and support future project development.
- Contribute to the development of project proposals, concept notes, revisions, and strategic planning processes.
- Coordinate government liaison, approvals, regulatory submissions, and statutory documentation, including FD-2, FD-6, and project revisions.
- Oversee project financial management, including budget monitoring, expenditure control, fund utilization, financial reporting, and accountability in coordination with finance personnel.
- Ensure transparent and compliant procurement, proper documentation, and effective management of project assets, equipment, and resources.
- Support internal and external financial audits and ensure appropriate follow-up on audit recommendations.
- Oversee day-to-day project administration, office operations, facilities management, logistics, and maintenance of project premises.
- Coordinate meetings, workshops, training events, community activities, official visits, and other project-related engagements.
- Maintain effective coordination and working relationships with THQ, government authorities, donors, NGOs, community leaders, and other relevant stakeholders.
- Ensure compliance with applicable government regulations, donor requirements, and The Salvation Army's policies, including its Code of Conduct, Child Protection Policy, Safeguarding Standards, HR and Financial Policies.
- Undertake any other duties reasonably assigned by the Development Officer, THQ, or authorized leadership.

Age Limit: Minimum 32 years and not above 50 years
Salary Range: BDT 42000.00 to BDT 47000.00
Vacancy: 01

Application Requirements: Interested candidates are requested to submit the following documents along with their application: Updated CV/Resume with Two (2) passport-size photographs, a copy of National ID (NID), educational certificates and experience certificates from previous employer(s), Church certificate from the church authority or Certificate from the Ward Commissioner.

Application Submission Date: Before 6th December 2026

Apply To
Secretary for Personnel
The Salvation Army
Territorial Headquarters of Bangladesh
House # 365/2, Lane # 6 (West), DOHS Baridhara, Dhaka 1206
Email: hr@ban.salvationarmy.org