



Ref: ASHIKA/Admin/2024-1856

Date: 5 December 2024

## Job Opportunity

### About ASHIKA Development Associates:

ASHIKA is a CHT based non-profit organization focused on driving social change and community development. We are looking for a dedicated and proactive **Field Officer** to join our growing team. This role is ideal for individuals passionate about **Marketing and Job Placement** and contributing to meaningful social impact.

### Position Overview:

ASHIKA is seeking a qualified and experienced **Project Field Officer - Marketing and Job Placement (1 position)** for a project supported by an international organization. This position involves leading marketing efforts for the project and facilitating job placements for participants. The ideal candidate will have strong communication and organizational skills, with a passion for supporting career development and marketing initiatives.

<b>Position Title:</b>	<b>Field Officer - Marketing and Job Placement</b>
<b>Deadline:</b>	<b>December 14, 2024</b>
<b>Email for Application:</b>	<b>info@ashikacht.org</b>
<b>Salary :</b>	<b>35000 BDT</b>
<b>Job Description:</b>	ASHIKA is seeking a qualified and experienced <b>Project Field Officer - Marketing and Job Placement</b> for a project supported by an international organization. This position involves leading marketing efforts for the project and facilitating job placements for participants. The ideal candidate will have strong communication and organizational skills, with a passion for supporting career development and marketing initiatives.



<b>Key Responsibilities:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Marketing Strategy:</b> Develop and execute marketing strategies for the project, including outreach, promotion, and stakeholder engagement.</li><li><input type="checkbox"/> <b>Job Placement:</b> Coordinate with local companies and industries to identify job placement opportunities for program participants.</li><li><input type="checkbox"/> <b>Field Operations:</b> Manage and conduct field visits to monitor project progress and evaluate placement outcomes.</li><li><input type="checkbox"/> <b>Collaboration:</b> Work closely with project partners and other stakeholders to ensure the successful implementation of marketing and job placement activities.</li><li><input type="checkbox"/> <b>Reporting:</b> Prepare and submit regular reports on marketing campaigns, outreach efforts, and placement statistics.</li><li><input type="checkbox"/> <b>Support:</b> Provide guidance and training to participants to enhance their employability and career opportunities.</li></ul>
<b>Qualifications &amp; Requirements:</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>Education:</b> Master’s degree in a relevant field (e.g., Marketing, Business Administration, Human Resource Management).</li><li><input type="checkbox"/> <b>Experience:</b> Minimum 3 years of experience in marketing, job placement, or related fields, preferably in a non-profit or development project environment.</li><li><input type="checkbox"/> <b>Skills:</b><ul style="list-style-type: none"><li>• Strong communication and interpersonal skills.</li><li>• Proven ability to develop marketing strategies and campaigns.</li><li>• Experience in managing job placement and career development initiatives.</li><li>• Proficiency in MS Office and other relevant software.</li><li>• Ability to work independently and manage multiple tasks.</li></ul></li></ul>

### Why Work with Us?

- **Mission-Driven Work:** Join an organization committed to creating positive social change.



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- **Growth Opportunities:** Gain hands-on experience in HR management, administration, and non-profit operations.
- **Collaborative Environment:** Work with a passionate team in a supportive and inclusive atmosphere.
- **Competitive Benefits:** Attractive salary package with benefits.

**How to Apply:**

Interested candidates should send their **CV** and **cover letter** to **info@ashikacht.org** by **December 14, 2024**. Please mention “**Project Field Officer - Marketing and Job Placement Application**” in the subject line of your email.

**Shortlisting Process:**

- Only shortlisted candidates will be contacted for further rounds of selection.
- ASHIKA reserves the right to reject any application without providing specific reasons.
- Applications received after the deadline will not be considered.

**Disclaimer:**

- ASHIKA is an equal opportunity employer. All applications will be considered based on merit, qualifications, and experience.
- We appreciate the time and effort put into each application. However, due to the high volume of applications, we will only be able to contact shortlisted candidates.

**Gender Equality & Diversity:**

- ASHIKA is committed to promoting diversity and gender equality within the workplace. We encourage applications from Bangladeshi individuals of all genders, races, ethnicities, and backgrounds.
- We believe in fostering a culture of respect, inclusion, and equal opportunity for all employees, ensuring that every team member can contribute to their fullest potential.