

Ref: ASHIKA/Admin/Circular/2025-2366

Date: 13.11.2025

Vacancy Announcement

ASHIKA Development Associates a leading CHT based non-governmental organization committed to sustainable development in the Chittagong Hill Tracts (CHT) region of Bangladesh since 1999, is seeking highly qualified and experienced professionals for the following positions to lead and manage upcoming projects funded by various international donors.

We are looking for four dynamic individuals with proven expertise in managing complex, multi-sectoral projects, particularly those funded by international development partners.

Sl No	Position Title	Duty Station	Required Educational Qualification	Required Experience	Key Responsibilities
1.	Project Coordinator (3 Positions)	Rangamati/ Khagrachari /Bandarban	Master's degree in any discipline from any reputed University.	At least 5+ years of working experience in relevant field	• Coordinate all aspects of project planning, implementation, monitoring, and reporting. • Develop detailed work plans, budgets, and monitoring & evaluation frameworks. • Act as the primary liaison with field staff, government authorities, community leaders, and NGO partners. • Conduct field visits, track progress, verify data quality, and prepare timely donor and management reports. • Manage project logistics, budgets, and administrative tasks in line with organizational policy. • Provide technical support and supervision to field staff and community groups. • Identify and resolve challenges, implementing solutions to ensure project success. • Support the General Department with strategic planning, proposal writing, and cross-cutting themes.
2	Procurement Officer (1 Position)	Rangamati Head Office	Business Administration, Supply Chain Management, Logistics, Finance, or a related field.	At least 3-5 years of working experience in relevant field	• Lead the procurement process from receiving an approved Purchase Request (PR) to final delivery and payment, ensuring timely and cost-effective delivery. • Initiate and manage competitive bidding processes, including RFQ, RFP ensuring they are fair, transparent, and competitive. • Draft, execute, and manage all contracts, purchase orders (POs), and service agreements, ensuring all

					terms and conditions are clearly defined and legally compliant. • Conduct regular market surveys and analyses to maintain an updated vendor roster, assess market conditions, and ensure Value for Money (VfM) in all purchases. • Conduct and document transparent negotiations with vendors to secure the best prices and terms for the organization. • Monitor and evaluate supplier performance regarding quality, delivery time, and adherence to contract terms. •
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Please note that:

- Interested candidates must attach a recent passport size photograph along with Cover Letter and CV.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Only short-listed candidate will be contacted.
- Interested candidates must be able to communicate well in writing & speaking Bangla & English.
- Permanent Residences Candidates from Rangamati, Khagrachari & Bandorban will be given special preference.
- Previous Experienced employees with **ASHIKA Development Associates** will get preference.
- Interested candidates are requested to submit their CV/Resume to the following email address on or before 27 November 2025.

***Email address: info@ashikacht.org



JHUMALIA CHAKMA
MANAGER ADMIN
ASHIKA Development Associates

Manager Admin
ASHIKA Development Associates.



Note: We maintain zero-tolerance principle on sexual harassment and financial corruption.