



"We Believe in Information, Empowerment & Development"

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Date: 24/02/2026

## We are Hiring

**ASHIKA Development Associates** is a CHT based Non-Government Organization which has been implementing diversified National, UN and Foreign Aided development projects since 1999. The organization is gradually expanding its scope of works and therefore, wishes to invite application from development professionals in the following positions based on project approval.

**The Project “Access to and Utilization of Lifesaving Services by Marginalized Communities in Chittagong Hill Tracts in Bangladesh” to be implemented for 8 (eight) months.** The project focuses on nutritional supports, community resilience and overall well-being of vulnerable children under five and their households in the Chittagong Hill Tracts (CHT) through integrated nutrition, livelihood and WASH interventions. We are looking for dynamic individuals with proven expertise in managing complex, multi-sectoral projects, particularly those funded by international development organization.

Sl No	Position Name	Salary (BDT)	Required Educational Qualification	Required Experience
01	<b>Project Coordinator - 01</b>	<b>As per the salary structure of the project</b>	Master's Degree, preferably in Social Sciences /Nutrition /Public Health / Agriculture/ Business Studies /Development Studies, or any other relevant discipline.	<ul style="list-style-type: none"> <li>• At least 6 years' experience of which 3 years in management position within the area of program coordination, government relations, organizational capacity development and training, partnership management preferably in international organization</li> <li>• Proven experience in humanitarian or lifesaving interventions, including SAM/MAM programming.</li> <li>• Demonstrated experience working with government systems, traditional systems and marginalized communities.</li> <li>• Strong leadership, coordination, communication and reporting skills.</li> <li>• Experience working in CHT or remote ethnic communities and multicultural settings.</li> <li>• Proficiency in MS Office and basic project management tools.</li> <li>• Strong report writing skills both English and Bangla.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
02	<b>Upazilla Coordinator - 10</b>	<b>As per the salary structure of the project</b>	Master's / bachelor's degree, preferably in Social Sciences /Nutrition /Public Health / Agriculture/ Business Studies /Development Studies, or any other relevant discipline.	<ul style="list-style-type: none"> <li>• 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</li> </ul>

Head Office: Kambhe House, K.K. Roy Road, Rangamati - 4500, Rangamati Hill District, Bangladesh

Tel: +8802333305096, Email: info@ashikacht.org, ashika\_ranga@yahoo.com, www.ashikacht.org

				<ul style="list-style-type: none"> <li>• Experience working with government systems, traditional leaders and marginalized communities.</li> <li>• Strong coordination, reporting, and interpersonal skills.</li> <li>• Good communication skills in English, Bangla and local languages (advantage).</li> <li>• Willingness to work in remote hill areas and multicultural environments.</li> <li>• Strong report writing skills in English &amp; Bangla.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
<b>03</b>	<b>Finance Officer - 01</b>	<b>As per the salary structure of the project</b>	MBA/Master's degree in Business Studies, Accounting, Finance or related field.	<ul style="list-style-type: none"> <li>• Minimum 4 years' experience in NGO/INGO or donor-funded projects.</li> <li>• Strong knowledge of accounting software and proficiency in Office (MS Excel, word and power point).</li> <li>• Familiarity with donor compliance (UN/INGO preferred).</li> <li>• Strong knowledge of budgeting, reporting, compliance, and internal controls.</li> <li>• Strong analytical skills, attention to detail, ability to manage multiple task and deadlines.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
<b>04</b>	<b>Procurement and Logistic Officer - 01</b>	<b>As per the salary structure of the project</b>	Bachelor's degree in Business Administration, Supply Chain Management or related field.	<ul style="list-style-type: none"> <li>• Minimum 3-5 years of procurement experience in NGO/INGO or donor-funded projects (Nutrition/Livelihood/WASH preferred).</li> <li>• Mandatory hands-on experience and knowledge on procurement procedures, documentation, and vendor management.</li> <li>• Ability to work in remote field locations and multicultural environments.</li> <li>• Proficiency in MS Office (especially Excel).</li> <li>• High integrity, transparency, and attention to detail.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>

05	<b>Monitoring and Reporting Officer - 01</b>	<b>As per the salary structure of the project</b>	Bachelor's or Master's degree in Social Science, Development Studies, Statistics, or a related field.	<ul style="list-style-type: none"> <li>• Minimum 2–5 years of experience in monitoring and evaluation, preferably in the NGO/INGO sector or donor-funded projects.</li> <li>• Strong understanding of nutrition programming (SAM/MAM), WASH, and livelihood interventions.</li> <li>• Proficiency in data analysis software (e.g., Excel, SPSS, STATA) and mobile data collection tools (e.g., ODK, ONA/KoboToolbox).</li> <li>• Strong analytical, reporting, communication, and facilitation skills.</li> <li>• Experience working with government counterparts, marginalized and ethnic communities (CHT experience preferred).</li> <li>• Strong report writing skill both English and Bangla.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
06	<b>Field Coordinator - 20</b>	<b>As per the salary structure of the project</b>	Bachelor / Diploma Degree, preferably in Social Sciences /Nutrition /Public Health / Agriculture/ Business Studies /Development Studies, or any other relevant discipline.	<ul style="list-style-type: none"> <li>• At least 4 years' experience within the area of field implementation of similar types of activities and local level coordination.</li> <li>• Good communication, reporting, and team coordination skills.</li> <li>• Willingness to work extensively in remote locations and ethnic communities.</li> <li>• Practical knowledge of nutrition (SAM/MAM), WASH, and livelihood interventions preferred.</li> <li>• Good communication and report writing skills in English, Bangla and local languages (advantage).</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
07	<b>Project Support Staff - 10</b>	<b>As per the salary structure of the project</b>	Minimum SSC pass or equivalent	<ul style="list-style-type: none"> <li>• At least 1–2 years of experience working in NGO/programs/projects</li> <li>• Prior experience in office support, cleaning, messenger, or helper work will be an advantage.</li> <li>• Honest, punctual, and willing to work as part of a team.</li> <li>• Physically fit to move materials and support office and field activities.</li> <li>• Willingness to follow instructions from supervisors.</li> <li>• Respectful behavior with staff, donor, visitors, and community members.</li> <li>• Ability to read and write Bangla and read English is required.</li> <li>• Preference will be given to permanent residents of Rangamati Hill District.</li> </ul>
08	<b>Community Nutrition Promoter - 132</b>	<b>As per the salary structure of the project</b>	Minimum SSC pass or equivalent (HSC or equivalent will be given preference).	<ul style="list-style-type: none"> <li>• At least 1–2 years of experience working in NGO field-level programs (nutrition/livelihood/WASH preferred).</li> <li>• Experience working with marginalized and remote community populations.</li> </ul>



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				<ul style="list-style-type: none"><li>• Basic knowledge of MUAC screening, SAM/MAM referral, and hygiene promotion will be considered an added advantage.</li><li>• Good communication skills and ability to conduct household visits.</li><li>• Local candidates from the working area will be given preference.</li><li>• Ability to communicate in Bangla and local languages will be considered an additional qualification.</li><li>• The candidate must be a permanent resident of the concerned union and female candidates will be given preference.</li></ul>
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**Please note that:**

- Residences Candidates from Rangamati District will be given special preference.
- Females and physically challenged Candidates are strongly encouraged to apply.
- Previous Experienced employees with **ASHIKA Development Associates** 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, ASHIKA Development Associates on or before **1<sup>st</sup> March 2026, 3:00 PM.**

\*\*\***Email address:** [info@ashikacht.org](mailto:info@ashikacht.org) or Hard Copy to:

Executive Director, ASHIKA Development Associates, Kambhe House, K. K. Roy Road, Rangamati-4500, Bangladesh.



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