

JOB ADVERTISEMENT

September 20, 2025

Green Resilience and Cooperation for Ecosystem (GRACE) is a national non-governmental humanitarian and social development organization working since 12 years in south-west coastal areas of Bangladesh and actively engaging in various sectors including social entrepreneurship, green business development, private sector engagement, climate change, disaster management, environmental protection, health, nutrition, WASH (Water, Sanitation, and Hygiene), urban resilience (spanning health, climate change, advocacy, and governance), education and skill development, as well as children and youth development.

To ensure the smooth operation of its activities, GRACE is seeking applications for the position of Field Facilitator. We invite qualified candidates to participate in interview in accordance with the guidelines below:

Position Name	:	Field Facilitator
Number of the position	:	1 (One Position)
Qualification	:	At least Honors or equivalent degree in any subject. Education may relax based on their skills
Experience	:	Not Applicable/Fresher's will be get preference
Application Submission Address:	:	GRACE, Head Office 5th Floor, 73/36 Modina Sharak, Labanchara, Bandhabazar, Shipyard-9201, Khulna
Application Dateline	:	27.09.2025 at 5:00 PM
Duration	:	Up to 31.06.2026 but it may continue if the fund is available
Salary & other Benefit	:	Negotiable

Please ensure your application is submitted before the deadline. For any further queries, please feel free to contact the provided number. Contact Number: 01790016001 or info@gracebd.net

Role & Responsibility of Field Facilitator:

- Coordinate and oversee project activities, ensuring alignment with organizational goals and timelines.
- Collaborate with cross-functional teams to define project scope, objectives, and deliverables.
- Develop and maintain detailed project schedules, budgets, and resource plans.
- Monitor project progress, identifying and addressing risks and issues promptly.
- Provide regular status reports to stakeholders, ensuring clear communication of project milestones and achievements.
- Facilitate meetings, workshops, and briefings with team members and stakeholders.
- Support the preparation of project documentation, including reports, proposals, and presentations.
- Manage project resources effectively, ensuring optimal use of personnel, equipment, and finances.
- Ensure compliance with relevant regulations, standards, and best practices throughout the project lifecycle.
- Assist with project evaluations and post-project assessments to identify lessons learned and areas for improvement.

Application procedure: Application should be addressed to General Secretary, GRACE, 73/36-Gha, Modina Sharak, Labonchara, Shipyard-9201, Khulna on or before **24.10.2025 at 5:00 PM**. Please apply hard copy only including Application, CV, photocopy of NID and Picture. Female candidates are also encouraged to apply. Only shortlisted candidate will be entitled for interview.



Mamun Or Rashid
General Secretary, GRACE