

Job Description

Job Title: Project Assistant

Project: Strengthening Civil Society for Older People's Rights and Engagement

Organization: Bangladesh Women's Health Coalition (BWHC)

Location: Dhaka, Bangladesh (with frequent field-trip when required)

Contract Type: Full-time

Duration: December 2025 – March 2026 (possibility of renewal)

Reports to: Programme Manager

Job Purpose:

To provide operational and administrative support for the successful implementation of the Strengthening Civil Society for Older People's Rights and Engagement Project. The role will assist in coordinating activities, engaging stakeholders, and ensuring timely documentation and reporting in alignment with HelpAge International's standards.

Key Responsibilities:

- a. Project Coordination
 - Support planning and execution of project activities, including meetings, trainings, and field visits.
 - Assist in preparing activity schedules, logistics, and follow-up communications.
- b. Documentation & Reporting
 - Maintain accurate records of project activities, attendance, and expenditures.
 - Assist in compiling monthly progress reports and donor updates.
- c. Stakeholder Engagement
 - Liaise with older people's associations, local NGOs, and government representatives.
 - Facilitate community-level engagement and feedback collection.
- d. Administrative Support
 - Manage procurement of supplies and services in line with BWHC and donor guidelines.
 - Support financial documentation and petty cash handling.

Qualifications & Experience

- Bachelor's degree in Social Sciences, Development Studies, Public Health, or related field.

- At least 03 year of experience in project support or community engagement.
- Prior experience of working for organizing meetings, workshops, gathering is a mandatory requirement
- Prior experience working with older people or rights-based organizations is an asset.

Skills & Competencies

- Strong organizational and multitasking skills.
- Good communication in Bangla and English.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Ability to work independently and in a team.

Values & Commitment

- Commitment to BWHC's mission and HelpAge International's principles of inclusion and dignity for older people.
- Sensitivity to gender, age, and cultural diversity.

Call for application

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Project: Strengthening Civil Society for Older People's Rights and Engagement

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Duration: December 2025 – March 2026

Number of position: 01 (One)

Application Deadline: [08/11/2025]

About the Project

This initiative, supported by HelpAge International, aims to empower older people's associations and strengthen civil society engagement in promoting the rights and inclusion of older persons in Bangladesh. BWHC is seeking a dynamic and detail-oriented Project Assistant to support the implementation of this important work.

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What We Offer

- A meaningful opportunity to contribute to inclusive development and rights-based programming.
- A supportive and collaborative work environment.
- Competitive salary and benefits package.
- Opportunities for professional growth and learning.

Salary: BDT 25,000/ (Consolidate)

How to Apply

Interested candidates are invited to submit:

- A cover letter outlining their motivation and relevant experience
- An updated CV
- Contact details of two professional references
- A copy of recent color photograph

Send your application to: [hrd.bwhc@gmail.com]

Subject line: Application – Project Assistant