



**ZAKAT**  
FOUNDATION  
of AMERICA

*The Leader in Empowering Lives Through Zakat*

## Project Officer – Bangladesh

### Job Description

The Projects Officer will be accountable to the Country Director and Program Manager and implements programs within Bangladesh to ensure program and financial transparency and stewardship of donor funds. The Project officer is responsible for providing program & administrative support to the Bangladesh office. The incumbent reports directly to the Program Manager in Bangladesh. The Project officer implements, and follows up ongoing and new programs, collects data from the field, and provide regular updates/reports to the program manager in Bangladesh Office. They will be assisting the Program Manager in the overall administration of Programs in the country office.

### Duties and Responsibilities:

- Participate in the management of development and seasonal programs including analysis, proposal preparation, budget creation, implementation, and evaluation.
- Prepare periodic reports regularly and submit to supervisor
- Assist supervisor on internal and external program/project evaluations as necessary and ensure the execution of baseline, periodic, and final evaluations as necessary in coordination with the program team.
- Pursue strict financial transparency information for all projects by collecting and maintaining records of funds used, receipts, and other information, as required.
- Regularly communicate with the Programs Manager to provide program updates, evaluations and confer on program decisions.
- Organize, file, and keep detailed records of all programs on the appropriate folders.
- As a representative of ZFA, must assure honest, timely and responsible dealings in all meetings, interactions, travels and any other activities

### Qualifications & Experience

1. A Bachelor's Degree in a related field.
2. Minimum of two (2) years of relevant work experience in finance, accounting, budgeting, preferably within international development organizations or multi-cultural office environments.
3. Prior experience working in a non-governmental or not-for-profit organization, particularly with international donors is highly desirable.
4. Ability to develop strong and comprehensive cultural diplomacy and sensibility in dealing with Zakat Foundation of America (ZFA) program partners and supporters.
5. Knowledge of programs and issues in the field of development preferred.
6. Proficiency in Microsoft Office Suite, particularly Microsoft Excel
7. Strong organizational, interpersonal, and oral communication skills required.

### Environment

1. The position requires frequent and regular phone and computer use, including email, internet,
2. The position requires the candidate to be currently living in Bangladesh
3. The workplace is a smoke-free and drug-free environment.
4. ZFA is an Equal opportunity employer