**JOB CODE: 102 TITLE: Program Coordinator LAST DATE: 26/09/2022**

Total No. of Post : 1

Remuneration : 45,000 per month (consolidated)

Will commensurate with age and experience

Type : On contract

**Job Description:**

* All project related activities which include documentation, communication, social media outreach, monitoring and reporting the project progress through illustrated project report.
* Overseeing, planning and execution of project activities in accordance with the proposed budget.
* Coordination and organization of exhibition, workshop, seminars, technical meetings and trainings.
* Liaisoning with experts and institutions.
* Any other task assigned by section in charge

**Essential Qualification & Experience:**

* Masters in Arts / Commerce / Business Management
* Over 5 years of experience in coordination

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before 26th September 2022 to The Assistant Director (Admin) on the above mentioned address. Kindly superscribe the envelope with the post applied for along with the Job Code number **OR** email your CV mentioning the Job Code number and post name in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)