**JOB CODE:­124 TITLE: Program Coordinator LAST DATE: 10/09/2023**

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 3 years of experience in coordination

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before September 10, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 124 Program Coordinator **OR** email your CV mentioning (Job Code 124 Program Coordinator) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same.