

Career Opportunity in BBS!

Bangladesh Bible Society (BBS), along with other Bible Societies in the world, serves the local Churches in translating, publishing the Bible in their own languages and distributing it among their communities aiming at transformation of the nation through the WORD. The objective of the Bangladesh Bible Society is to make the Bible available to anyone who wants it in languages they can understand and at prices they can afford. Since its establishment in 1953, BBS has been working towards achieving the mission and working diligently and faithfully in cooperation with the Churches in Bangladesh.

Bangladesh Bible Society (BBS) is looking for the young, dynamic, efficient and who have previous experience to work with the Majority community people of Bangladesh.

JOB SUMMARY:

SL.	Position	Job details
1	<p>“Project Coordinator” OT Audio Bible Recording Project.</p> <p>Vacancy: 01 (grade 5)</p>	<p>Academic qualification: At least Bachelor degree (graduate) in any Discipline.</p> <p>Experience: At least 03 years’ experience in an established organization as a Coordinator or similar position with proven track record.</p> <p>Age: 30 - 45 years</p> <p>Job Description:</p> <ul style="list-style-type: none"> ● Responsible for coordinating and managing all aspects of a Virtual Recording project. <p>The PC must...</p> <ul style="list-style-type: none"> ● Complete training with FCBH for all things related to a VR project; ● Work closely with and maintain regular communication with FCBH (Manager or Liaison); ● Find and prepare a suitable location for the recording; ● Find and configure the equipment for the recording; ● Recruit participants (readers and reviewers. See separate documents describing these roles); ● Train participants; ● Coordinate the involvement of all participants; ● Shepherd participants through to completion of their tasks; ● Assist with estimating appropriate stipends for participants (if stipends are given); ● Troubleshoot technical problems with equipment, or notify FCBH if needed; ● Process ‘Rejected lines’ daily. If not a native speaker, the PC

		<p>must recruit a 'Lead Reviewer' qualified for this task and for leading reviewers in their work;</p> <ul style="list-style-type: none"> ● Review 'Ready' chapters (or delegate this task to the Lead Reviewer); ● Monitor script accuracy and suggest any needed edits/changes (or again, delegate this task to the Lead Reviewer); ● Document changes to the text if any; ● Debrief the project with FCBH after completion. <p>Qualities and Skills</p> <ul style="list-style-type: none"> ● Acceptable to the community/participants as a coordinator (clout, respect, age, etc); ● Able to lead participants in all aspects of the project (e.g. giving direction, correction and effectively motivating participants); ● Able to communicate effectively with FCBH (or Liaison) and participants; ● Excellent communication skills in writing & speaking in both Bangla and English; ● Able to troubleshoot technical and personnel problems; ● Skilled in the use of computers and related tools like Skype and email; ● Person of integrity; ● Available for full duration of the project; ● Ability to analyze and interpret data in the Partner VR website. <p>Employment Status: Contractual (Full time) Duration of Contract: Up to 31 December 2023 (Project based) Location: Dhaka based.</p>
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- Salary for this position would be according to the BBS salary scale.
- Well qualified candidates, particularly females, are encouraged to apply.
- Smokers/drug addicts are not eligible to apply.
- Only short-listed candidates will be called for the interview.
- BBS reserves the right to choose or reject any application.

Those who meet the above requirements are requested to apply following these instructions: a cover letter along with updated resume, 02 copies of recent PP photos, copies of all educational & experience certificates, copy of NID card and recommendation letter from Church.

To
The General Secretary
Bangladesh Bible Society
390 New Eskaton Road,
Dhaka - 1000.

Or mail to: jobapplications@biblesociety.org.bd before 10 May, 2021.

Interview date: 16 May, 2021

Appointment date: 20 May, 2021