3) Name of the Position: Program Assistant (Literacy)

Vacancy: 1 (One)
Age Limit: 25 to 40 Years
Work Location: Anywhere in Bangladesh, with regular field visits and stays in project areas as required
Reporting To: Program Officer
Employment Type: Project-based (Contractual), subject to project requirements and funding availability
Salary and Benefits: According to BBS policies and the applicable pay scale.

Job Summary

The Field Supervisor will supervise, monitor, and support literacy project activities in designated areas through regular center visits, mentoring Facilitators, monitoring teaching and learning quality, assessing learner attendance and progress, and ensuring accurate documentation and timely reporting. Working closely with Facilitators, field-level stakeholders, local churches, church leaders, community representatives, and the Program Officer, the Supervisor will help achieve project objectives, maintain quality standards, and improve literacy among targeted learners, particularly women, children where applicable, and underprivileged or marginalized communities.

The successful candidate must demonstrate strong field leadership, initiative, interpersonal and problem-solving skills, commitment to BBS's mission, vision, and values, and willingness and ability to travel extensively and stay in project locations as required.

Educational Qualifications and Experience

- Bachelor's degree in Education, Sociology, Social Work, Social Science, Development Studies, Bangla, or a related discipline from a recognized institution.
- Experience in literacy programs, community development, teaching, or field supervision will be an added advantage.
- Experience in monitoring community-based learning centers and supporting teachers will be preferred.
- Proficiency in computer applications and digital tools, including MS Word, Excel, PowerPoint, email, WhatsApp, and Google Drive.
- Proficiency in typing in both English and Bangla.
- Experience working with indigenous communities, ethnic minority groups, underprivileged populations, or rural communities will be an added advantage.
- Knowledge of one or more indigenous languages relevant to the project areas will be considered an asset.
- Good communication and report-writing skills in Bangla and English.

Key Roles and Responsibilities
A. Project Planning and Implementation

- Assist the Literacy Manager with annual, quarterly and monthly plans, field schedules and activities; support the establishment and regular operation of literacy centers.

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- Coordinate with teachers, partners, churches and communities; implement activities within approved timelines, budgets, guidelines, donor requirements, BBS policies and objectives.
- Track planned versus actual implementation, identify delays and gaps, recommend corrective actions, and communicate progress, operational needs and challenges.

B. Field Visits and Literacy Centre Supervision

- Conduct scheduled, structured center visits and stay in project areas when necessary.
- Observe teaching, lessons, participation, classroom management and material use; verify schedules, teacher and learner attendance, enrolment and registers.
- Assess center effectiveness and instructional support, identify teaching, management, participation and resource gaps, provide practical feedback during and after visits, and document corrective-action follow-up.

C. Teacher Development and Educational Quality

- Guide lesson planning, teaching methods, classroom management, assessment and recordkeeping using learner-centered, inclusive, participatory and age-appropriate approaches.
- Identify capacity-building needs, recommend training and mentoring, and support orientation, refresher training, reviews and experience sharing.
- Monitor learning-material availability and use; encourage support for reading, writing, numeracy and attendance difficulties.
- Promote safe, positive, respectful and inclusive learning; report teacher performance, training needs and educational quality to the Literacy Manager.

D. Learner Enrolment, Attendance and Progress Monitoring

- Monitor enrolment, attendance, retention, participation and literacy progress; maintain updated learner and demographic records under BBS data protection procedures.
- Identify learning difficulties, irregular attendance and dropout risks; address barriers with teachers, families, church leaders and communities.
- Support periodic curriculum-based reading, writing and numeracy assessments; document achievements, success stories, challenges and lessons, and verify reported numbers and results.

E. Church, Community and Stakeholder Engagement

- Build constructive relationships with churches, denominational and community leaders, parents and stakeholders through situational awareness, cultural sensitivity, servant leadership and respect for local traditions.
- Mobilize community support and ownership; facilitate assigned meetings, awareness sessions, seminars, workshops and consultations.
- Explain objectives, activities, achievements and participation requirements; address concerns respectfully and refer management decisions to the Literacy Manager.
- Strengthen collaboration for attendance and retention, ensuring inclusion regardless of gender, ethnicity, disability or socioeconomic status.

F. Monitoring, Evaluation, Reporting and Documentation

- Maintain complete, accurate and current records of visits, center activities, teacher performance, attendance, assessments and material distribution.
- Verify statistical and descriptive data; submit monthly, quarterly and other reports on time, comparing achievements with targets and explaining variances, gaps and delays.
- Document risks, challenges, good practices, lessons and recommendations; collect case studies, testimonies, photographs and outcome evidence with informed consent under safeguarding and privacy procedures.

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- Support evaluations, monitoring, donor reporting, audits and reviews; share information through approved digital platforms and maintain verifiable reports and supporting documents.

G. Learning Materials, Logistics and Resource Management

- Distribute books, teaching aids, stationery and approved supplies promptly; record receipts, distribution, use and balances, and verify receipt and appropriate use.
- Report shortages, damage and logistical needs; prepare supply requests, distribution plans and field administrative documents.
- Manage funds, equipment and resources responsibly, retain authorized expenditure records, and follow BBS procurement, financial, inventory and asset-management procedures.

H. Safeguarding, Accountability and Risk Management

- Follow safeguarding, staff conduct and applicable child protection procedures; maintain safe environments, particularly for children, women, vulnerable adults and marginalized communities.
- Treat everyone with dignity, fairness and respect; promptly report safeguarding concerns, suspected abuse, exploitation, discrimination, fraud and serious misconduct through approved channels.
- Protect learner, personal, organizational and financial information; identify operational and contextual risks and recommend mitigation.
- Ensure authorized resource use, transparent and accountable records, professional boundaries and avoidance of conflicts of interest.

I. Coordination and Other Duties

- Coordinate with the Program Manager / Designated Program Officer, project team, relevant BBS departments and designated external stakeholders.
- Attend required meetings, reviews, planning sessions, training and monitoring visits; provide timely updates on progress, achievements, challenges and emerging needs.
- Assist with requested plans, budgets, schedules and supporting documents; perform other relevant duties assigned by BBS management within project objectives.

Spiritual Commitment and Additional Conduct

- Be a Christian believer with a deep commitment to the Word of God and the ministry of BBS.
- Maintain faithful membership and participation in a local church.
- Uphold BBS's core values: **Integrity, Respect, Servant Leadership, and Commitment to Serve People**.
- Demonstrate punctuality, discipline, honesty, professional conduct, and timely completion of assigned duties.
- Maintain confidentiality regarding organizational, financial, operational, and learner information.
- Comply with BBS policies, rules, and regulations. Smoking, substance abuse, and conduct inconsistent with Christian values are strongly discouraged.
- Respect for different Christian denominations, languages, and cultural backgrounds.
- Willing to support official program outside regular working hours when required.

Employment Conditions

This position is subject to project needs and the availability of funds. If funding becomes unavailable, the employment contract may be terminated with at least one month's prior notice, subject to applicable law and BBS policies.

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Application Procedure

Interested candidates should submit:

- A cover letter and detailed CV.
- Copies of educational and relevant training certificates.
- A copy of NID and two recent passport-size photographs.
- A current church membership certificate.
- Names and contact details of two referees other than relatives.

Application to be sent to:
The General Secretary
The Bangladesh Bible Society
390, New Eskaton Road, Dhaka-1217.
Email to: info@biblesociety.org.bd
Email Subject: Application for [Position Title]
Application Deadline: 25 November, 2026

Only shortlisted candidates will be invited for a written test and an oral interview.

6/11/2026

Rev. Ashim Kumar Baroi
General Secretary
The Bangladesh Bible Society

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