



VACANCY ANNOUNCEMENT

Manusher Jonno Foundation (MJF), a Non-governmental Organization working for Human Rights and Good Governance, invites applications from Bangladeshi nationals for the position of:

- **Grants Officer**

For the “SWADHINATA” Project of Manusher Jonno Foundation.

Working Conditions: The position is based in Dhaka, but travel is mandatory to the working areas outside Dhaka. This is a fixed-term contractual position for the project period.

Grants Officer, No. of Position: 01

Responsibilities:

As a member of the Finance team, the Grants Officer will monitor the financial activities of the sub-grants of SWADHINATA project. S/He will have the responsibility of ensuring financial controls of SWADHINATA project’s Partner Organizations (PNGOs). S/He will also be responsible for checking and recommending the PNGOs financial reports before the clearance of funds. Grants Officer will assist the Manager-Grants Control and Director F&A to revise/suggest modification of guideline for budget preparation, partners’ Financial Policies and Procedures, strengthening partners’ capacity, provide support to auditor and day-to-day financial functions of MJF.

Qualification and Experience:

- Having master’s degree in Accounting or Finance. CA /ICMA /ACCA partly qualified /MBA (Major in Finance and Accounts) will be an added advantage;
- Highly experienced in different donors requirements and compliances
- Minimum 3 years working experience in the grants management area especially in the development organizations.
- PNGOs financial monitoring, budgeting, reporting and grants management experience is essential. Experienced in training and facilitation skills would be an asset.
- Ability to work under pressure and maintain strict deadlines.
- Good communication skills, with excellent written and spoken English and Bangla and also computer skill on MS Word, Excel, PowerPoint and ready to work in a team.
- Age preference will be 25-35 years.

Remuneration- The total monthly salary will be Tk 48,797.00, plus bonus and increment as per organizational policy.

Application procedure: Interested candidates with above requirements are requested to submit application through online <http://manusherjonno.org/ecircular/>.

The deadline for submission of the application is 15 June 2026

MJF's commitment to safeguarding

Manusher Jonno Foundation is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity, financial misconduct, and is committed to protecting children and vulnerable adults as per policy. Manusher Jonno Foundation expects all MJF and project staff, vendors, and consultants, to abide by this commitment through MJF's code of conduct. MJF places a high priority on ensuring rights and uphold respect and dignity of all people irrespective of class, caste, ethnicity, religion, physical condition and gender.

Note: All offers of employment will be subject to satisfactory references and screening checks, including criminal records and fraudulence/corruption/ terrorism. Please note that Disclosure of Safeguarding-related Misconduct in Recruitment Processes is mandatory.

Manusher Jonno Foundation (MJF) is an equal opportunities employer committed to diversity within the workplace.