


## Vacancy Announcement

4 July 2013

  
Ashok Kumar Chakma  
Executive Director  
Moanoghar Rangapani, Rangamati.

Moanoghar is a leading child charity in the Chittagong Hill Tracts (CHT). It runs a residential school along with ten residential hostels both for boys and girls. Currently it provides education and residential facilities to around 700 students from all ethnic communities across the CHT. To provide education and residential facilities to the students Moanoghar closely works with the sponsors – both individuals and institutions at home and abroad. To strengthen the working relations and better communications with the sponsors and to strengthen the fundraising initiatives, Moanoghar invites applications from the deserving candidates for the following positions.

### 1. Position: Sponsorship Officer (1 position)

#### Key responsibilities of the position

The Sponsorship Manager will be responsible for management of the sponsorship program and HELP (higher education loan program), communicating with sponsors, guardians and alumnae of Moanoghar, preparing database of children and sponsors, planning and preparation for meetings with sponsors and guardians, looking for new sponsors, and support to organize extracurricular activities e.g. wall magazines for children (for detailed duties and responsibilities, please see the *terms of reference – ToR*).

### 2. Position: Sponsorship Assistant (1 position)

Under the overall guidance of the Sponsorship Officer, the Sponsorship Assistant will be responsible for providing assistance to the sponsorship program and HELP (higher education loan program) of Moanoghar, planning and organising events e.g. meetings with sponsors, guardians and alumnae of Moanoghar, preparation and updating the database of children and sponsors, and preparing information kits related to the sponsorship program (for detailed duties and responsibilities, please see the *terms of reference – ToR*).

#### An ideal candidate we look for

- For the position of the Sponsorship Officer, s/he must have a Masters Degree in any discipline from any recognized University or institute. For the position of Sponsorship Assistant, a bachelor degree in any discipline. However, business graduates will get preference.
- Good command over both written and spoken English and Bangla.
- Good communication and interpersonal skills
- Previous exposure to Moanoghar is essential
- Sound knowledge in computer operation.

#### Remuneration facilities

Salary and other facilities will be as per the rules of the organization. If you are interested please send your resume by 15 July 2013 to the Administrative Officer, Rangapani, Rangamati, Post Code: 4500, GPO Box – 5 or email to: [moanoghar@gmail.com](mailto:moanoghar@gmail.com); [milan.chakma@moanoghar.org](mailto:milan.chakma@moanoghar.org).



#### MOANOGHAR

Rangapani, Rangamati Sadar

Rangamati Hill District

Tel: 0351 61043, E: [Moanoghar@gmail.com](mailto:Moanoghar@gmail.com)

