

## **Position: Consultant**

### **About Organization**

Institute of Social Business (ISB) is an innovative organization. It has been established in 2015 for meeting research needs on social development and business at national and global aspect and providing training to develop entrepreneurship & professionalism. It also generates new ideas for alleviating social problems through creating new social business entities.

### **Duties and Responsibilities:**

Consultant will be a member of ISB Consultant Pool. ISB will use Consultants profiles and their names for submitting its proposal to others organizations.

1. Developing proposal in favour of ISB under close guiding of ISB authority against Call for Proposal/Request for Proposal of others organization.
2. Acting as per mentioned roles and responsibilities of the proposal which will be accepted by others organization against their Call for Proposal/Request for Proposal.
3. Preparing quality deliverables for the accepted proposal of others organization.
4. Submitting all deliverables of the accepted proposal of others organization through ISB.
5. Reporting to the ISB authority regarding their assigned activities regularly.
6. Maintaining high level confidentiality regarding their assignment.

Responsibilities of Consultant are not limited within those. Area of responsibilities of Consultant may be extended on the assignment and/or the decision/s of ISB authority.

### **Qualification:**

- Masters Degree in relevant discipline.
- Minimum 5 years consultancy experience in social development and corporate sector.
- Experienced in one or more areas like proposal writing, baseline study, feasibility study, demand analysis, impact analysis and evaluation etc.

**Job Status:** Contractual (Payment mode/amount will be depended on assignment to assignment)

### **Guidelines for submission of application:**

1. Please submit your CV & Cover letter to [jobs@isbbd.com](mailto:jobs@isbbd.com)
2. Only shortlisted candidates will be called for interview, where applicable.
3. The authority reserves right to change, modify or cancel this announcement.
4. Exact timing of interview will be notified through email or telephone. No complain will be accepted for non-receipt of application or accessing email or phone number provided for such notification.
5. No TA/DA is applicable for interview.
6. Any persuasion will cause automatic disqualification of the candidate.
7. For any queries/ clarification please send email to [jobs@isbbd.com](mailto:jobs@isbbd.com) or call +8801871508485