

## Promotion Policy

During the promotion to the next position the following criteria will be considered:

Sl	Positions	Promoted Position	Minimum Criteria
1.	Credit and Development Officer	Branch Accountant	<ul style="list-style-type: none"> <li>HSC</li> <li>Total 1 year of job in the organization</li> <li>Open circular within the organization</li> <li>Exam process</li> </ul>
2.	Credit and Development Officer/Branch Accountant	Branch Manager	<ul style="list-style-type: none"> <li>Graduation</li> <li>Total 2 years of job in the organization</li> <li>Internal circular and exam process</li> </ul>
3.	Branch Manager	Area Manager	<ul style="list-style-type: none"> <li>Graduation</li> <li>Total 5 years of job in the organization</li> <li>Satisfactory performance in the present position (It will be based on appraisal)</li> <li>Open circular within the organization</li> <li>Internal circular and exam process</li> </ul>
4.	Area Manager	Regional Program Coordinator	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 7 years of job in the organization</li> <li>Open circular within the organization</li> <li>Exam process</li> </ul>
5.	Manager	Assistant Coordinator	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 5 years of job in the organization</li> <li>Open circular within the organization</li> <li>Internal circular and exam process</li> </ul>
6.	Assistant Coordinator/Program Officer/Project Office/M&E Officer	Coordinator/Project Coordinator	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 7 years of job in the organization</li> <li>Fluent English Proficiency with report writing</li> <li>Internal circular and exam process</li> </ul>
7.	Coordinator	Senior Coordinator	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 8 years of job in the organization</li> <li>Fluent English Proficiency with report writing</li> <li>Open circular within the organization</li> <li>Internal circular and exam process</li> </ul>
8.	Senior Coordinator	Head	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 10 years of job in the organization</li> <li>Fluent English proficiency with report writing</li> <li>Open circular within the organization</li> <li>Internal circular and exam process</li> </ul>
9.	Head	Assistant Director	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> <li>Total 12 years of job in the organization</li> <li>Fluent English and Bangla Proficiency with report writing</li> <li>Presentable to the external affairs</li> <li>Financial analysis capacity</li> <li>Can direct and manager the works from others</li> <li>Internal circular and exam process</li> </ul>
10.	Assistant Director	Deputy Director	<ul style="list-style-type: none"> <li>Four years Graduation /Masters</li> </ul>

Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

Tofall Ahmed, PhD  
Chairperson  
COAST Foundation

SI	Positions	Promoted Position	Minimum Criteria
			<ul style="list-style-type: none"> <li>• Minimum 15 years of job in the organization</li> <li>• Fluent English Proficiency with report writing</li> <li>• Presentable to the external affairs</li> <li>• Financial analysis capacity</li> <li>• Conduction of research independently</li> <li>• Can direct and manager the works from others</li> </ul>
11.	Deputy Director	Joint Director	<ul style="list-style-type: none"> <li>• Four years Graduation /Masters</li> <li>• Total 15 years of job in the organization</li> <li>• Fluent English Proficiency with report writing</li> <li>• Financial analysis capacity</li> <li>• Presentable to the external affairs</li> <li>• Conduction of research independently</li> <li>• Can direct and manage the works from others</li> </ul>
12.	Joint Director	Director	<ul style="list-style-type: none"> <li>• Four years Graduation /Masters Total 17 years of job in the organization</li> <li>• Fluent English Proficiency with report writing</li> <li>• Presentable to the external affairs</li> <li>• System developing capacity</li> <li>• Financial analysis capacity</li> <li>• Conduction of research independently</li> <li>• Can direct and manage the works from others</li> <li>• Involvement in organizational strategic issues</li> <li>• Have visibility in the meetings/seminars/workshops at national and international levels</li> <li>• Analytical capacity on risk assessment of reputation for self and organization</li> </ul>
13.	Director	Deputy Executive Director	<ul style="list-style-type: none"> <li>• Four years Graduation /Masters</li> <li>• Minimum 20 years of job in the organization</li> <li>• Fluent English Proficiency with report writing</li> <li>• Financial analysis capacity</li> <li>• Presentable to the external affairs</li> <li>• System developing capacity</li> <li>• Conduction of research independently</li> <li>• Can direct and manage the works from others</li> <li>• Involvement in organizational strategic issues</li> <li>• Have visibility in the meetings/seminars/workshops at national and international levels</li> <li>• Relation with high level officials/stakeholder/elected representatives/donor/other NGOs</li> <li>• Analytical capacity on risk assessment of reputation for self and organization</li> </ul>
14.	Deputy Executive Director	Executive Director	<ul style="list-style-type: none"> <li>• Four years Graduation /Masters</li> <li>• Minimum 25 years of job in the organization</li> <li>• Financial analysis capacity</li> <li>• Fluent English Proficiency with report writing</li> <li>• Presentable to the external affairs</li> <li>• System developing capacity</li> <li>• Involvement in organizational strategic issues</li> <li>• Can direct and manage the works from others</li> <li>• Have visibility in the meetings/seminars/workshops at national and international levels</li> </ul>

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			<ul style="list-style-type: none"> <li>• Relation with high level officials/stakeholder/elected representatives/donor/other NGOs</li> <li>• Analytical capacity on risk assessment of reputation for self and organization</li> </ul>

**Notes:**

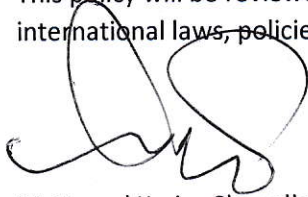
1. Time discipline, advance plan and self- management are the criteria applicable for all positions.
2. The promotion will be applicable if the job duration in the present position exceeds at least 3 years in case of lateral entry subjects to the vacant of the positions.
3. Satisfactory performance in the present position (Based on appraisal process)
4. In case of exam process, Director-Admin & SR will issue a circular internally while Deputy Executive Director will form a committee comprising three staff. Deputy Executive Director will issue the promotion letter subjects to the approval of the process from Executive Director.
5. Deputy Executive Director will monitor the policy either it is in place or not and if not will take necessary steps and will inform the Executive Director.

**Approved by the General Council and effective date:**

The review of this policy has been approved unanimously in the 6th Annual General Meeting which was held on 6 July 2024 at COAST Principal Office, Dhaka, and be effective with no delay.

**Review of this policy:**

This policy will be reviewed by 2027 or earlier, if necessary, incorporating significant changes in national and international laws, policies, and human rights declarations.



Rezaul Karim Chowdhury  
Executive Director  
COAST Foundation

M. Rezaul Karim Chowdhury  
Executive Director/Member-Secretary  
COAST Foundation



Tofail Ahmed, PhD  
Chairperson  
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Professor Tofail Ahmed, Ph.D  
Chairperson,  
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