

Project Coordinator (PC)

TEAM/PROGRAMME: WASH and Biogas as alternative energy source for communities Phase#3, SDA, funded by Community Partners International (CPI), USA.	LOCATION : District/Upazila Level (Patuakhali Sador)
POST TYPE : 100% (Project Base/Contractual)	GRADE : Level-5

ROLE PURPOSE:

Society Development Agency (SDA) is implementing a project under its key thematic components of 3 and 5. The major objective of this project is to reducing dependency on LP gas use alternative fuel with saving environment, ensuring sustainable safe water access, WASH development, health and hygiene. The ProjectCoordinator (PC) will have overall operational and management responsibility in achieving the goal and objectives SDA- WASH and Biogas as alternative energy source for communities Phase#3 project and will serve as its primary spokesperson. S/he will consult with the Executive Director/ Head of Organization and the Program Focal Persons of CPI for Management and Technical Assistance. The PC will manage the activities of all program/components and guide all the project staffs (Engineer, Community Mobilizer, Finance Officer) to execute their respective responsibilities. S/he will work closely with stakeholders across the working area for smooth operation and ownership building of project activities. S/he will have to build and keep collaboration & networking with relevant Government department, LG officials and NGOs working for or interested WASH and Health component. The position will be responsible for exploring opportunities to create innovations in project implementation. S/he will be responsible for ensuring required Financial, Administrative and logistics and technical support to implement the project activities smoothly and to achieve the goals and objectives of the project.

SCOPE OF ROLE:

Reports to:Executive Director throughProgram Manager-SDA
Dotted line management: Finance & HR Manager of SDA and Program Manager Sustainability of CPI and other key project management team.
Dimensions:50% of field visit required
Staff directly reporting to this post:All CPI project staff under Patuakhali Project Office.
Functional relationship:Engineer (Civil),Finance Officer and Community Mobilizers) as well community leaders

KEY AREAS OF ACCOUNTABILITY:

- Develop the Project Implementation plan collaboratively with technical partners, ensuring timely and effective delivery for sustained project interventions.
- Facilitate coordination and joint planning among the technical partners to achieve project objectives, providing relevant capacity-building support to the project team when necessary.
- Provide leadership and strategic guidance to demonstrate the effectiveness of project interventions and approaches.
- Implement a robust project monitoring, evaluation and learning, system ensuring systematic activity reviews for visualizing project progress.
- Analyze project progress using field information, identify constraints, and initiate appropriate actions involving technical partners and government counterparts if needed.
- Ensure completion of project activities and coordinate capacity-building support according to the agreed action plan.
- Ensure that SDA administrative, financial, and resource management policies are understood and followed by all project staff.
- Collaborate with project teams and relevant government department to build the capacity of key stakeholders, focusing on WASH , Biogas and Safe Water access and community health information analysis.
- Guide the project team and participants in understanding anticipated shocks and stresses impacting project outcomes.
- Assess community Wash resilience, Sanitation behaviour through the Community Early Warning in coordination with CPI sustainability Programme Manager.
- Emphasize inclusive and gender transformative changes in project design and implementation.
- Document best practices, innovative approaches, and impactful changes in approaches affecting

project participants' lives.

- Ensure clear communication of outcomes, expectations, success criteria, and their relevance to each team member's work.
- Adequately train and develop staff, analyzing training needs, organizing delivery, and coordinating experience sharing.
- Identify advocacy issues relevant to project objectives and support advocacy activities at both local and district levels.
- Build valuable relationships and networks with key government counterparts, CSOs, and NGOs working at various levels.
- Organize sharing meetings, workshops, trainings, handover takeover program and dialogues with policymakers to ensure health rights and access to government services.
- Provide supportive supervision, conduct joint supervision with government counterparts, extract field activity insights, and guide the project team to align with the annual DIP.
- Ensure timely submission of high-quality donor reports developed collaboratively with partners.
- Regularly attend relevant monthly/quarterly meetings at sub-district, district, and divisional levels, representing the project and organizations through the submission of regular reports.
- Organize and support the organization of half-yearly and annual progress review meetings sharing with SDA management and government relevant departments.
- Practice, promote, and endorse PSEA policy among team members, ensuring the implementation of safeguarding standards in every course of action.
- Responsible for overall quality and management of Project. Recognize and identify the best solution of problems arises in the working area. Assist in assessing appropriate program needs through situation analysis, review studies and sharing experiences
- Extensive Network building skill with local and regional agencies, NGOs and health institutions.
- Perform any other tasks assigned by the Supervisor and are in line with the skills and background of the employee towards career development.
- Ready to work in any natural disaster or emergency situation anywhere in Bangladesh.

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently and efficiently, achieving and role modelling SDA core values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Ensure safeguarding in all levels of project setting and to maintain organizational key policies strictly and encourage all subordinates to maintain and followed.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for SDA, engages and motivates others
- Future orientated, thinks strategically.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE:

ESSENTIAL

Working Experience:

At least 10 years' experience in NGO environment with position held as Project Coordinator/ Manager in WASH, Biogas, health and Sanitation related program setting. Experience in costal based WASH and health program implementation will be given preference. Women and disable candidates are especially encouraged to apply.

Academic:

Advance University Degree (Master Degree) from recognized University on Management, Social Sciences.

Driving License: Must have valid Driving Licence With Motor Cycle driving capability.

Knowledge:

- Should have clear concept on Admin and logistics management issues and knowledge in programs of Government and community health support facilities.
- Knowledge about FD-6, FD-2, FD-3, FD-7 etc. will be added value.

Skills:

1. Good communication skills both in English and Bengali
2. Should have ability to interpret report writing skills in Bangla and English
3. Good Computer knowledge on MS-Word, MS-Excel, PP and other relevant software is a must for this job
 - Working effectively with others,
 - Communicating with impact,
 - Networking

DESIRABLE

Attitude:

- To work in team approach
- To protect children in connection
- To be non-discriminatory, Gender sensitive, Safeguarding and Protection of Sexual Exploitation and Abuse (PSEA) aware and committed

Date of issue: Author:

Signature of Supervisor:

Signature of Supervisee:

Salary & Remuneration: 60,000.00/month

(As per project Allocation; including all other admissible benefits and facilities)

How to Apply:

Interested Candidates are requested to must send hard and soft copy, addressing Executive Director- SDA, PTI Road Patuakhali- 8600. and sdahr1996@gmail.com

*Applications should reach with detailed CV including contact cell-phone number and two referees.

* A recent Photograph must be enclosed with the CV

* Only short listed candidates will be called for interview.

*Women are especially encouraged to apply.

Application Deadline: **18 December 2024 (Office time)**

NB: This Recruitment will be finalized after as per respective Donor's final approval