

Name of Organization: National Development Programme (NDP)

Name of Post: Project Coordinator

Job Context: NDP as a reputed non-profit, non-political national organization invites applications for the following position from the potential Bangladeshi nationals for implementing 'Enhance Resilience towards COVID and Consequences (ERCC)' in Sirajganj Pourashava and project funded by Climate Bridge Fund (CBF). United Purpose (UP) is the technical partner of the project. Aim of the project is to enhance resilience of the vulnerable communities in urban areas towards COVID 19 and its consequences.

No of Vacancies: 1

Job Location: Sirajgonj

Responsibilities:

- Conceptualize and apply ERCC project objectives and approaches.
- Responsible for planning, executing, controlling and monitoring all activities as per project design.
- Lead and guide the project team so that project targets are achieved timely with quality.
- Ensure compliance of all policies and guidelines of NDP and donors in implementing phase.
- Maintain regular communication with CBF for implementing the activities.
- Mobilization stakeholders to ensure required support in implementing the project.
- Organize workshop/seminar/training/meeting.
- Support to develop group management guidelines and support materials for community groups.
- Support to select sites for implementation of the WASH infrastructures proposed in the project.
- Ensure construction of new WASH infrastructures and rehabilitation of old infrastructures.
- Advocacy meeting and agreement with Municipal authority for overall monitoring, and O&M of the infrastructures constructed by the project.
- Ensure regular meetings with management committee and staff members of the health departments.
- Ensure organization of vaccination events at the community level with the support of government health departments.
- Support to develop various training modules (basic training, beneficiary selection & livelihood recovery plan development, SPHERE standard, COVID and health safety protocols, IGA skill trainings, etc).
- Ensure conduction and completion of skill development and IGA trainings to the beneficiaries.
- Ensure regular technical support to the beneficiaries for better management of IGA.
- Ensure grant support to the beneficiaries as per project budget and guideline.
- Organize advocacy meetings, workshops, etc with various stakeholders.
- Establishment of Complain Response Mechanism (CRM) and ensure its proper function and management.
- Take necessary steps for completion of baseline and end line survey.
- Knowledge management and regular reporting to donor (CBF).
- The Project Coordinator will be responsible for any other duties deemed appropriate.

Educational Requirement: Master or Post graduate degree in any discipline however MPH or Disaster Management or similar degree from any recognized university will be given preference.

Experience Requirement: Minimum 5 years managerial experience of implementing similar type of project.

Additional Job Requirements:

- Age below or equal to 45 years
- Working experience senior level project management
- Commitment towards working for the slum people.
- Having computer knowledge MS word

- Having valid driving license

Salary Range: Tk. 52,500/= and other project benefits.

Applying instruction: Candidates are requested to send the CV with a cover letter to career@ndpbd.org on or before 25th September 2023 or requested to send the CV with a cover letter along with 2 passport size color photograph, copies of educational and experience certificates, relevant documents, national ID card, certificate of nationality from Poursava/UP and others addressing Assistant Director (HR & Admin), National Development Programme(NDP), Kazi Motiar Rahman Road, Masumpur, Sirajgonj or P.O. Box No. 2 on or before 25th September 2023. Please clearly state the name of the position applied for on the top of the envelope.

The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply. Women are encouraged to apply; only the short-listed candidates will be called for interview.

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