

Name of Project: Extended Community Climate Change Project-Drought (ECCCP-Drought)

Name of Post: Project Coordinator

Number of Vacancies: 1 (One)

Job context : National Development Programme (NDP) is going to implement GCF & PKSF Funded ECCCP-Drought project at **Sadar Upazila** of **Naogaon** District. For implementing the project NDP is seeking qualified candidate for the position of the “Project Coordinator (PC)” in its Project Management Unit (PMU) of the ECCCP-Drought project. PC is primarily responsible for the achievement of the main objective of the project is to increase the resilience of climate vulnerable- communities in drought-prone areas of Bangladesh. This objective is expected to be achieved by implementing activities covering three main components: i) improved institutional and technical capacities to address climate change-induced drought, ii) increased availability of surface and ground water for irrigation and drinking, and iii) drought-resilient livelihoods created through sustainable agricultural production.

Job responsibilities:

- Provide overall leadership and management for the ECCCP-Drought project implementation.
- Develop and implement the project work plan, ensuring efficient and timely execution of activities.
- Oversee the performance of the IE-PMU team, including Monitoring & Supervision Officer, Technical Officer (Engineer), Accounts cum MIS Officer, and Field Facilitators.
- Monitor and track project progress against objectives and indicators, identifying and addressing any challenges or deviations.
- Ensure efficient coordination with PKSF & IE Management, partner NGOs, and other stakeholders.
- Liaise with relevant government agencies and local communities to facilitate project implementation.
- Prepare and submit regular progress reports, financial reports, and other required documents.
- Represent the project at meetings, workshops, and other events.
- Manage project budget and ensure sound financial management practices.
- Identify and implement strategies to ensure project sustainability beyond the project period.
- Perform any other duties assigned by PKSF & IE Management.

Educational Requirement: Master's degree in Geology; Bachelor's degree in Environmental/Civil/Agricultural Engineering or Bachelor's degree in any field with 5 years of experience, including at least 3 years working on a GCF-funded project.

Experience Requirement: At least 5 years of professional experience in project management, preferably in water resources in drought-prone areas.

Additional Job Requirements:

- Having 3rd Division/class or equivalent CGPA in any examination will incur ineligibility.
- Proven experience in team leadership, communication, and stakeholder engagement.
- Excellent analytical, reporting, and presentation skills.
- Strong understanding of project management methodologies and principles.
- Experience working with government agencies and local communities in Bangladesh will be an asset.

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a professional membership with the Institution of Engineers, Bangladesh-IIEB (where applicable).

Age limit: Maximum 45 years. Can be relaxed for the candidates with 3 years' experience in GCF Funded project.

Salary Range: Monthly gross salary will be BDT 55,000/- (including all taxes). Two Eid bonus (50% of gross salary) and one Nobo Borsho bonus (10% of gross salary) are provided annually. Mobile phone bill allowance of BDT 800 per month is provided. Travel allowance of BDT 5,000 per month is provided.

Job Location: Sadar Upazila of Naogaon District

Applying instruction: Suitable candidates are requested to send the CV with a forwarding letter to career@ndpbd.org; by **5th of April 2024** or requested to send the CV with a forwarding 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 to the Executive Director, National Development Programme-NDP, Kazi Motiar Rahman Road, Masumpur, Sirajganj or P.O. Box No. 2 by **5th of April 2024**. Please clearly state the name of the position applied for on the top of the envelope.

Only the short-listed candidates will be called for interview.

Company Information:

National Development Programme (NDP)

Address: NDP Bhaban, Bagbari, Shahid Nagar, Upazilla : Kamarkhand, District: Sirajganj-6703; web : www.ndpbd.org

(The abusers of children, adolescent, youth, women, aged people, person with disability and people with ethnic community need not apply)