

ActionAid Bangladesh is looking for suitable candidate for the following position:

Project Coordinator

Project Name	: Strengthening disaster preparedness capacity of Union and Upazila Disaster Management Committees in Cox's Bazar Project, fund by UNDP.
Location of posting	: Cox's Bazar
Types of contract	: Contractual
Duration of Contract	: Up to 30 September 2023
Number of position	: 1 (one)
Salary and benefits	: Monthly Gross Salary will be BDT. 129,246 with other admissible benefits such as Mobile Allowance, Medical Allowance and Group Life Insurance.

Job Summary

The incumbent will be responsible for implementation of the project. The Programme Coordinator (PC) will be the key to plan, implement and monitor field activities and submit progress and financial report to the project authority in time.

Key responsibilities include (not limited to)

Planning

- Detailing out the work plan and review as per requirement; in coordination and collaboration with relevant government departments, local authorities and stakeholders.
- Tracking progress of planned activities to prepare alternative plan as per requirement, in coordination with UNDP Project Team and AAB Team.
- Provide financial forecast for smooth implementation and resource planning, i.e. HR, Technical, Administrative and other resources.

Implementation and supervision

- Support the project team in capacity needs assessment, facilitate training and workshop;
- Regular field visit based on a plan to supervise the project implementation;
- Surprise visit to the project location to check implementation quality applying a checklist, i.e. spot checks, attendance and minutes, master roll, etc.
- Provide technical support to implement the project activities as per requirement.

Coordination

- Participate in regular meeting of DMCs at (Upazila and District).
- Coordinating with UNDP Project Team and AAB Team at Cox's Bazar.
- Represent at relevant ISCG, RRRC, DC, UNO office meetings.

Reporting

- Periodic (Weekly update, Monthly & Quarterly progress report)

- Donor reporting
- Project Completion Report

Team Management

- Task distribution and Coordination
- Performance and Grievance management
- Ensure compliance with CHS standard.

Capacity development

- Assess and address team capacity development requirements; in particular comply with the UN values and ethical standards.
- Maximise capacity enhancement initiatives taken by other agencies in the Cox's Bazar.
- Update the team members with the latest laws, rules, orders and guidelines governing DRR.

Relationships:

S/he will report to Head of Humanitarian Programme.

Required Educational Qualifications and Experience:

- Post-graduate degree (Masters) in Disaster Management, Social Work, Public Administration, International development, or other relevant field.
- A minimum of 5 years' experience within the field of Disaster Management, Humanitarian Assistance, Project Management, or similar fields of work is required, as well as experience in management or team leading positions.

Required Competencies

- Excellent ability to quickly grasp and synthesize inputs from a range of disciplines related to disaster management and development.
- Diplomacy, tact, negotiation skills and previous experience at a coordination level with local authorities and key stakeholders is mandatory.
- Must be physically capable and medically fit to work and travel.
- Fluency in spoken and written English an absolute requirement. Fluency in local languages is required.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Friday, 28 April 2023**. *Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply before deadline.*
 - Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone-call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent.