

## Project Manager - PRODRIPTA Project

SKS Foundation

Vacancy

01

Job Context

SKS Foundation in partnership with **CARE Bangladesh** is going to **Promoting Disaster Ready Inclusive Preparedness towards Adaptation** Project from January 2022 to November 2024 in Gaibandha District. Following positions will be recruited for implementing the project's interventions:

Job Responsibilities

- Will be responsible for the timely and quality implementation of all deliverables on behalf of the organization: Climate Change Adaptation and Innovation Piloting, Community led Agri. and WASH activities implementation, *FPP/ CPP volunteers' selection and capacity building*; Community Mobilization; Formulating CVCA and CAP.
- Mobilizing Contingency Fund as per Donor Requirement, Local Coordination and Donor Reporting. Will be responsible for the timely and quality implementation of all deliverables on behalf of the organization
- S/he will supervise all field level activities to ensure that all staffs are working according to the project workplan. S/he will be responsible for local level coordination to ensure community and administration's buy-in; provide systematic feedback for smooth implementation of program activities in all the targeted Unions and Upazilas.
- She will also be responsible for supporting the preparation and full implementation of the Monitoring Evaluation and Learning (MEL) Plan and Environmental Mitigation and Management Plan (EMMP) and Climate Risk Management Plan (CMP).
- S/he will be responsible for timely reporting (narrative, financial and MEL) and ensuring environmental, quality control and administrative/ financial compliance of the donor.
- S/he will maintain regular liaison with the Program Manager-PRODRIPTA to plan and implement all activities and timely and adequate donor reporting.

Employment Status

Full-time

Educational Requirements

- Master s Degree in any discipline; Preference will be given to post graduate degree in Social Science or Development Studies.

Experience Requirements

- At least 5 year(s)

## **Additional Requirements**

- Both male and female are allowed to apply, females are highly encouraged to apply.
- At least 05 years' working experience in any National/International NGO; At least 02 years' experience in similar position.
- Experienced in developing annual, quarterly and monthly plans, budget and reports; Able to provide technical guidance to, and mobilize logistic supports for, and supervise the project staff for effective implementation of project activities.
- Day to day coordination and monitoring of project activities.
- Guide the project team in organizing communities and support community Based organizations for their organizational and technical capacity building.
- Guide the project team in the plinth Raising activities maintaining quality and Environmental-Compliance.
- Management capacity development of project staffs and volunteers through mentoring and coaching.
- Coordination and maintain liaison with government bodies and key stakeholders.
- Familiar with bio-physical and socio-economic condition of Northern Char Districts particularly Gaibandha district.
- Skills in project cycle management.
- Good understanding on issues of Disaster Risk Reduction and climate change; gender equity, protection and multicultural intervention.
- Proficient in MS Office tools (Word, Excel, Power Point).-Good verbal and written communication skills in local language, English and Bengali; Pro-active and participatory decision-making and problem-solving.
- Ability to communicate with people from different cultures and backgrounds.
- Have non-discriminatory & gender sensitive, transparent, accountable, and positive attitude.

## **Workplace**

- Work at office

## **Job Location**

Gaibandha

## **Salary**

- Tk. 45,000 (Monthly)
- Others benefits will be as per Organization policy.

**Job Source**

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**Published on:**

January 13, 2022

**Job Summary**

**Published on:** January 7, 2022

**Vacancy:** 01

**Job Nature:** Full-time

**Experience:** At least 5 year(s)

**Job Location:** Gaibandha

**Salary:** Tk. 45,000 (Monthly)

**Application Deadline:** 23 January 2022

Read Before Apply ,Interested Candidates are requested to apply to Deputy Director, HR & Admin, SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach within 23 January 2022 with detailed CV including contact cell-phone number and two referees. Only shortlisted candidates will be called for interview. \*Photograph must be enclosed with the resume.