**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | **Project Lead** |
| **Project:** | **Walk for Life (WFL): Protecting and Supporting Children with Clubfoot to overcome Physical and Social Challenges Project** |
| **Company:** | United Purpose |
| **Location:** | Country Office, Dhaka, with field visits |
| **Contract type:** | Fixed Term (Project duration: 8 months initially), but may be extendable upon satisfactory performance and availability of funds. |
| **Hours:** | Full time |
| **Reports to:** | Head-Programme Development and Partnerships (PDP) |
| **Grade:** | **IIIA** |
| **Salary and Benefits:** | **BDT 124,304.00 Per Month including all fringe benefits** |
| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in 17 countries, mainly in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in 17 countries in 2022. The group includes social enterprise subsidiaries Partner Africa, TruTrade, and Cumo Microfinance. In 2022, SHA will reach over six million people and invest €45m in over 100 development programs to improve food systems, access to markets, financial services, climate change, gender inequality, and access to clean water, sanitation, and hygiene. |
| **Job Purpose:** | The "Walk for Life" (WFL) project, implemented by United Purpose Bangladesh and funded by MiracleFeet, aims to improve access to sustainable and comprehensive clubfoot treatment. The project addresses physical and social challenges faced by children with clubfoot by covering essential clinic costs, raising community awareness, and enhancing clinical training on the Ponseti method. Key activities include supporting physiotherapists and treatment materials, organizing outreach events and home visits, and providing specialized training to healthcare providers. Additionally, the project strengthens monitoring and evaluation through mobile technology and fosters partnerships with local authorities and global stakeholders. By expanding Ponseti treatment clinics, advocating for sustainable support, and increasing public awareness, the WFL project strives to make clubfoot care accessible, affordable, and inclusive, improving the health and social integration of affected children in Bangladesh.  The Project Lead for the Walk for Life project will oversee all aspects of project management, implementation, and stakeholder engagement to ensure accessible and sustainable clubfoot care. Core responsibilities include developing and managing project plans and budgets, coordinating with Ponseti physiotherapists and hospitals to ensure effective clinic operations, and leading community outreach and advocacy efforts. The Project Lead will also supervise clinical and non-clinical staff, organize training and capacity-building initiatives, and implement robust monitoring and evaluation systems for accurate reporting. In addition, the role involves fostering partnerships with local and global stakeholders, ensuring compliance with safeguarding policies, documenting outcomes, and promoting sustainability. The ideal candidate will have expertise in project management, clinical training, community engagement, and team leadership to drive the success of this impactful initiative. |
| **Key Responsibilities:** | **Key responsibilities include (not limited to):**   1. **Project Management and Implementation**    * Overall responsible for planning, implementation, and monitoring of the WFL project activities including managing advocacy, campaign and communications.    * Oversee the expansion, establishment and operational support of clubfoot treatment clinics, including procuring essential materials, covering clinic costs, and managing partnerships with hospitals and health centers.    * Organize and facilitate clinical and community trainings, including Ponseti and CAST techniques, and supervise the professional development of healthcare staff to ensure quality treatment for children with clubfoot. 2. **Community Engagement, Advocacy and Campaign**    * Develop and execute strategies to increase community awareness of clubfoot, including organizing public events, media campaigns, and home visits to educate families on early intervention and treatment options.    * Lead community engagement initiatives by organising awareness events, coordinating outreach through health workers, and facilitating personalised home visits to educate families on early intervention and treatment options.    * Promote community support for the project’s objectives through tailored educational materials and outreach campaigns.    * Collaborate with local authorities, stakeholders, and community leaders to advocate for sustainable clubfoot care, and organize regular meetings with local health clinics to strengthen networks and coordination. 3. **Monitoring, Evaluation, Documentation and Reporting**    * Develop and implement monitoring and evaluation (M&E) frameworks to track project progress, assess outcomes, and identify areas for improvement.    * Oversee data collection, reporting, and evaluation processes, leveraging mobile technology for streamlined communication and real-time updates.    * Conduct regular M&E support trips and data reviews to guide decision-making and make necessary project adjustments.    * Ensure accurate and timely reporting to stakeholders and donors through effective use of mobile data and communication tools.    * Prepare detailed progress reports, case studies, and impact assessments to highlight project achievements and share best practices.    * Use evaluation findings to refine project strategies and enhance overall effectiveness and sustainability; 4. **Partnerships and Networking**    * Coordinate with local government authorities, relevant government line departments, local communities, and other stakeholders to ensure effective cooperation and participation in the project.    * Facilitate fact-finding trips and meetings with stakeholders and gather insights and establish collaborations for the long-term sustainability of clubfoot care.    * Coordinate with physio partners and their participation in international and national events and training sessions to enhance the skills and capacity.    * Represent the project in several forums, contributing to knowledge exchange, and networking and collaboration with other stakeholders. 5. **Team Leadership and Development**    * Lead and manage a multidisciplinary project team, fostering a culture of collaboration and continuous improvement.    * Ensure smooth coordination and teamwork of clinical and non-clinical staff, ensuring effective performance management and capacity-building opportunities.    * Oversee administrative and financial management tasks to ensure compliance with organisational policies and donor requirements. 6. **Programme-Funding Alignment and Cross-Departmental Collaboration:**    * Collaborate with other programme and project teams to align programme needs with funding opportunities by fostering relationships across key departments (Programme, Finance, Communications, ICT, and Admin). Support data-driven decision-making through research, site visits, electronic communication, and database management. 7. **Other Responsibilities:**    * Consistently monitor the safety and security of field teams, report concerns to UP management, liaise with relevant parties to maintain security, and undertake any additional duties assigned by the line manager to support UPB programmes. |
| **Key Relationships:** | **Internal:** Head of Programme Development and Partnerships,CAST Coordinator, District Facilitators, Ponseti Physios, and the project’s relevant staff of the Country Office.  **External:** District levels local government authorities, relevant GOB line departments, media, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Educational Requirements**  B.Sc. in Physiotherapy/Public Health, or Master's degree in relevant subject from any recognised university. Working experiences on the Club Foot treatment service-related programme will be given preference.  **Experience Requirements**   * Minimum 5 years’ experience in project lead or project manager role * The applicants should have experience on club foot treatment-related interventions, project management and implementation, and stakeholders and community mobilisation. * Strong understanding of disability and social inclusion   **Language Requirements:**   * Proficiency in written and spoken English and Bangla. Fluency in regional dialect of Chittagonian and Feni will be an added value.   **Job Specific Requirements:**   * Project management skills * Communications and stakeholder mobilisation skills * Campaign and advocacy skills * Monitoring and Evaluation skills * Data management and analysis skills * Reporting and documentation skills * Proficiency in MS Office |
| **Application Procedure:** | Please send your CV & cover letter along with the [application form](file:///D:\Ruhi\RUHI\HR%20DOCS\GORTA%20TEMPLATES\SHA-UP-Application-Form.docx) and following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000P3Jas%20-%20Project%20Lead%20(69625).  • **Application to be submitted by 04 December 2024.** |

*All candidates offered a job with Self Help Africa/United Purpose will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa/United Purpose strive to be an equal opportunities employer.**