

**Job Description of Project Manager**

United Purpose is a UK based international development organisation working in Bangladesh since 1993. United Purpose is currently implementing a project which is designed to strengthen social cohesion and civil society capacity in Cox’s Bazar district through addressing the socioeconomic needs of vulnerable households in selected communities affected by the refugee influx, building the technical capacity of local organizations to plan socioeconomic interventions, improve service delivery and sustain development contribute to community-driven, gender-responsive, market- oriented socioeconomic development of the Cox’s Bazar district that promotes social cohesion, civil society capacity in host communities. This will be achieved through creation of diversified and resilient economic opportunities for poor and vulnerable households particularly for women and girl and other marginalized groups such as ethnic minorities in the selected 18 Unions under 6 Upazila of Cox’s Bazar. We are looking for a dynamic team player to implement this IOM support project in the 18 unions under Cox’s Bazar district. The position holder will be responsible to direct implementation of the project interventions upholding the compliances and the organisation’s standards.

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| **Job Title:** | Project Manager |
| **Grade:** | UP Grade G – 3A |
| **Line Manager:** | Head of DRM & ER |
| **Job Location:** | Field Office, Cox's Bazar |
| **Salary & Other Benefits:** | As per organizational policy |

**Application Procedure:**

* Please fill in your CV in official form available here. Application other than specified format shall not be considered.
* Please submit your CV at [upb.recruitment@united-purpose.org](mailto:upb.recruitment@united-purpose.org)
* You must use the Name of the Position in the subject line of email.
* **Application to be submitted by 19 November 2022.**

**Position Rationale:**

The focus of this position will be the implementation of a new programme called the “**STRENGTHENING SOCIAL COHESION AND CIVIL SOCIETY CAPACITY WITHIN COX’S BAZAR DISTRICT OF BANGLADESH”** in Cox’s Bazar. This project is implemented by United Purpose with support from **IOM** and Contribute to community driven, gender-responsive, market-oriented socio-economic development of the Cox’s Bazar district that promotes social cohesion and civil society capacity in host communities and strengthen community-based approaches in the camps. The expected position holder as well as job seekers will be able to draw a depth understanding and experiences in both in order to manage the implementation of this project effectively and efficiently. As a key responsible person here Project Manager will support the Head of Disaster Risk Management & Emergency Response Department and coordinate with other project officials in the areas. As a means of socio-economic developer which promotes social cohesion and strengthen civil society capacity in project implementation, the project expects to the position to ensure technical support to project staffs, program planning, monitor the project activities, including quality programming, capacity-building, advocacy, documentation, standardisation, finance and administration in total compliance with UP and IOM policies and procedures.

**Job Responsibilities:**

**To ensure project have better plan to achieve their goals**

* The position holder will have a strong background in project management as well as experience of working in livelihood and civil society capacity strengthen program.
* Provide tools and methods for organisational development and community mobilization
* Identify institutional development needs of local CSOs in a participatory assessment;
* Provide systems and procedures for grant disbursement to civil society partner organizations and monitoring project implementation and results reporting with relevant programmes.
* Develop an overall capacity-building strategy that will sustainably strengthen the capacity of CSO
* He/she will assist to Head of DRM & ER Department in program planning and implementation.
* Provide technical support and capacity building of the staff through facilitating training and module development and oversee to ensure the quality within the projects of DRM & ER Department.
* Undertake regular field visits to follow up on the implementation of programme activities and monitoring, and address any gaps as necessary and support project team to ensure project delivery within allotted budget and timelines.
* Provide technical support to staff and local partners in ensuring capacity strengthening activities are promoting best practices as appropriate to the needs of the organizations
* Contribute towards programme planning, ensuring alignment with the project’s programme policies and guidance; as well as United Purpose policies and guidance;
* Recommend improvements to increase program operational efficiency and effectiveness and update to Head of DRM & ER Department about project status, updates and concerns on daily basis.
* Prepare weekly/monthly progress report with the cooperation of other project staffs and submit to the Head of DRM & ER department and Donor.
* Participate in training, workshops/seminar as invited and ensure that all new knowledge and skills acquired through training are shared with other project staff and applied.
* Preparing an implementation plan taking into consideration the project's logframe and setting deadlines for timely implementation with quality, ensuring the activities planned;
* Working with project team members to deliver the expected outcomes and outputs with quality and quantity in a timely manner, implementing a set/cluster of activities;

**To ensure the effective coordination and communication, compliances and documentation:**

* Ensuring the participation of GoB and other relevant committee(s) within the project areas that could contribute to bring effective results at project level.
* Contribute to the writing of project publications; obtaining inputs from the team to develop high quality dissemination materials, including peer reviewed publications, technical briefs, reports, case studies, blogs etc. to a wide audience.
* Supporting team members to enable them to give of their best e.g. by encouraging and praising good performance, coaching, assisting staff to prevent or resolve problems, providing resources, tools and equipment.
* Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective learning and sharing across the organization;

**To ensure the effective networking, advocacy, resource mobilization and reporting:**

* Assist prepare funding proposals and briefing documents for donors, organize donor briefings for resource mobilization
* Assist and Prepare reports to comply with the donor reports both physical and financial as per the reporting requirements
* Assist to provide Technical Support and capacity building of PNGOs on documentation, reporting, policies, finance monitoring and field level quality controlling.
* Assist to conduct baseline survey and study on alternative sectors
* Networking and linkages with govt. stakeholders

This job description may be reviewed at any time according to the needs of the organization.

**Key competencies required:**

* Master’s degree in Public Administration, Political Science, Development Studies, Social Sciences, International Relations, Economics or relevant subject
* Minimum 7 years of professional work experience in the Vocational training and relevant background
* Experience working with Non-profit organisation is preferred.
* Experience in working with youth.
* Good communication skills (oral and written) with community and relevant stakeholders
* Strong networking skills.
* Creative thinker.
* Knowledge of financial activities.
* Well-known local language/dialect and ability to work with people from different cultures, gender, religion, race, nationality and age.
* Professional experience in national and international development NGOs for at least 5 years in management level positions.
* Proficiency in MS office tools, including Word, Excel and Power Point
* Good understanding of theory of change, logical frameworks and indicator setting.
* Ability to work in a team and adopt a team approach which adds value to work and reinforces good working practices.
* Have proficiency in facilitation skills and able to effectively handle discussions with a focus on both groups and individuals.
* Cross-culturally adept and willing to adhere/follow Child and Adult Vulnerable Safeguard issues; Gender sensitiveness; and Disability and Dignity issues.
* Demonstrate excellent interpersonal skills and ability to work well as a part of a team and to interact professionally with a culturally and linguistically diverse staff, program, and participants both within the office and outside.
* Highly energetic, motivated and ability to work effectively as a team member.
* Strong knowledge and understanding of different government structure and excellent understanding of humanitarian assistance in emergencies
* Consistently approaches work with energy and a positive, constructive attitude
* Critical and creative thinking and analytical skills. Ability to compose, edit, analyse and report using complex information.
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**Assessment:**

* **Long listing:** Fulfilment of minimum qualifications
* **Shortlisting:** Candidates with higher qualifications are shortlisted.
* **Written Test:** Assess analytical skill under time constraints. Scheduled online written test.
* **Interview:** Competency based interview.

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**Other Information:**

* **Stipend and other benefits:** As per United Purpose HR Policy.
* **Career Growth:** In an international environment, there is excellent opportunity for professional growth in development sector.

**Special Notes:**

**1.** The United Purpose is committed to ensuring gender balance in its team. Female candidates are strongly encouraged to apply.

*2. Warning: United Purpose does not engage third party or charge any fees at any stage of its recruitment process. Therefore; all applicants are advised to kindly follow the instructions of this document only.*