**JOB DESCRIPTION**

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| **JD Unique ID:** |  |
| **Job Title:** | Project Officer -Implementation |
| **Project Title:** | Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems Project |
| **Company:** | United Purpose  |
| **Location:** | Field Office, Gopalganj |
| **Contract type:** | Regular subject to funding from donor |
| **Hours:** | Full time |
| **Reports to:** | Project Lead |
| **Grade:** | IIIC |
| **Salary Range:** | Max BDT 72,513.00 Per Month including All Fringe Benefit |
| **Organisation overview:** | Self Help Africa (SHA) and United Purpose (UP) merged in late 2021 to implement projects to end extreme hunger and poverty in sub-Saharan Africa. The merger doubled its size and reach, with SHA implementing poverty eradication projects in sub-Saharan Africa 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:** | United Purpose's "Growing Together: Women’s Economic Growth through Integrated Agroecological Farming Systems" project, funded by the Coca-Cola Foundation, aims to empower women entrepreneurs in Bangladesh by building partnerships among Women's Business Centres (WBCs), local and national governments, and consumers. The initiative addresses systemic barriers such as limited investment capital, regulatory support, climate change, food insecurity, and health challenges. It focuses on introducing green enterprise opportunities, enhancing coordination with the Government of Bangladesh on social protection, and sustaining the Women Business Center (WBC) network "Nari Jhuri." By employing a market-based approach and human-centred design, the project improves livelihoods for women and smallholder farmers, builds skills for circular economy activities, and integrates WBCs with government social protection schemes.The Project Officer - Implementation will assist the Project Lead in managing and executing the project in the Gopalganj, Jamalpur and Sunamganj districts. Responsibilities include overseeing field-level activities, coordinating with field teams, beneficiaries, and stakeholders, and facilitating technical training in poultry, livestock, and agriculture sectors. The role involves establishing micro hatcheries and processing units, ensuring quality feed and health services, and promoting sustainable waste management practices. The officer will also build the skills of women entrepreneurs, local producers, and smallholder farmers, help develop marketing materials, and foster local market partnerships. Additional duties include enhancing market access and digital marketing for WBCs, mobilising local women to form Self-Help Savings Groups (SHSGs), providing financial management training, managing revolving loan funds, and supporting the sustainability of telemedicine services and the Narijhuri digital marketing platform. |
| **Key Responsibilities:** | **Key responsibilities include (not limited to):*** Assist the Project Lead in preparing and executing the project implementation plan at field levels.
* Supervision of field team (08 Volunteers in Gopalganj, 01 Field Facilitator in Jamalpur and 01 Field Facilitator in Sunamganj) to track progress and ensure quality of the implementation.
* Organize and facilitate capacity development training for WBC entrepreneurs on poultry operations, including hatching, egg production, feed production, vaccination, and micro-farm management.
* Facilitate the establishment of micro hatcheries at union-level federations, ensure a steady supply of fertile eggs and quality feed, and pilot Black soldier fly as a protein-enriched feed.
* Provide technical support for poultry vaccination services and develop technical manuals for poultry producers.
* Conduct training on biogas production, feed management, and livestock health, and set up processing units for meat and dairy products.
* Support WBCs in implementing union-level extension services using relevant apps and maintaining health records.
* Promote sustainable waste management practices and support the formation of livestock cooperatives for collective purchasing, marketing, and resource-sharing.
* Organize skill development training for WBC women entrepreneurs on soil health, agroecological food systems, and business planning.
* Develop PGS modules and marketing strategies to promote agroecological products, and facilitate partnerships with local markets and retailers.
* Organize community campaigns and promote PGS-certified products through digital and social media channels.
* Establish networks for market access representation of WBCs at district levels and support local market participation, including forging partnerships with supermarkets.
* Organize digital training workshops and provide business plan training for digital marketing.
* Promote products and services through social media and other digital channels.
* Mobilize local women to form Self-Help Savings Groups (SHSGs) and support union-level federations and community banks.
* Organize training for women entrepreneurs and SHG leaders on leadership, financial management including management of revolving loan funds, and facilitate bank linkages.
* Facilitate WBC women entrepreneurs' access to government subsidies and organise orientations on social protection services.
* Develop information materials on GoB social protection schemes and support the Narijhuri digital marketing platform.
* Coordinate with WBCs to maintain telemedicine services, consolidate poultry value chain efforts, and support existing WBCs.
* Maintain coordination and communication with local government authorities, relevant GOB line departments, local communities and other stakeholders to ensure effective cooperation and participation in the project.
* Documentation and promotion of project results, best practices, and lessons learned from the ground.
* Support team members by encouraging, praising good performance, coaching, and providing necessary resources and tools.
* Foster a collaborative working culture by actively sharing information and knowledge to enhance learning and sharing within the team.
* Ensure project compliance with gender and child safeguarding policies, and address disabilities as part of mainstreaming efforts.

**Others:**Consistently monitor the safety and security of field teams, report concerns to UP management, liaise with relevant parties to maintain security, and perform any other duties assigned by the supervisor to support UP programmes. |
| **Key Relationships:** | **Internal:** Project Lead,Country Finance Manager**,** M&E Specialist, APO-Business & Finance, PO - Product Development & Marketing, PO - Value Chain & Market Linkage, Medical Officer, and the project’s relevant staff of the Country Office.**External:** District and Upazila levels local government authorities, relevant GOB line departments, project beneficiaries, local communities and other stakeholders. |
| **Knowledge, Experience and Other Requirements** | **Educational Requirements**Master's degree in Social Science/Development Studies/related discipline from recognised university. Related experiences will be given preference. **Experience Requirements*** Minimum 3 year(s) relevant experience
* The applicants should have experience in project management and implementation, stakeholders and community mobilisation.

**Language Requirements:*** Proficiency in written and spoken English and Bangla

**Job Requirements*** Strong understanding of women’s economic empowerment, gender, and social inclusion
* Strong knowledge and understanding of value chain development & social protection
* Ability to communicate with people from different cultures and time zones.
* Proficiency in MS Office
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| **Application Procedure:**  | You can apply for the position by completing the [application form](https://docs.google.com/document/d/124ALrE7EN1T1GjSm-p7v3LqipvTKt2Jb/edit?usp=drive_link&ouid=115367550417460941452&rtpof=true&sd=true) and upload it following the link [here](https://selfhelpafrica.org/ie/careers-apply/?jbcd=500QD00000JkFpF%20-%20Project%20Officer%20-Implementation%20(66164). Please upload your CV & cover letter alongside.  **Application to be submitted by 24 August 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.**