

MahidebJuboSomajKallayanSomity (MJSKS)

No. of Vacancies: 04 (Male & Female)

Upazila Coordinator (UC)

Apply Eligibility: Inhabitants of Rangpur Division

Under SHOUHARDO III Program

Funded by: USAID & GOB.

Supported by: CARE Bangladesh

Job Nature: Full-time

Job Summary:

The Upazila Coordinator (UzC) is primarily responsible for ensuring planning and quality program delivery in the assigned area. The UzC will directly supervise the Technical Officers (TOs) and will guide the TOs to supervise and support the Field Trainers (FTs) to implement the SHOUHARDO III Program ensuring quality, integration of purposes and sustainability. The UzC will coach and guide his/her team and will ensure an open learning environment within the team. The UzC will be responsible for administration, planning, monitoring and evaluation of project components and making recommendations for improvements of project activities. The UzC will be responsible for ensuring networking and linkages with relevant private and public sector actors. S/he will also be responsible to collaborate with the PNGO Program Manager and APMs/Program Officers and concerned CARE team members.

1. Supervise TOs and provide support for successful completion of their tasks.

- Coach and support the TOs in planning and quality implementing the activities
- Keep the staff updated on the program strategies to achieve sustainable results
- Ensure that supportive feedback mechanisms are in place that will enable the TOs and FTs to openly discuss and try out innovative solutions to improve the program.
- Conduct need assessments, identify problem of staff, identify staff training needs and ensure need-based training/ orientation.
- Provide on the job training to the project staffs working in the field.
- Ensure and promote team spirit among the staff members and maintain gender sensitivity.

Conduct performance appraisal of TOs and contribute to the appraisals of the FTs.

2. Provide support to TOs to ensure integration and quality implementation

- Facilitate to strengthen understanding of field staff in women and girls empowerment, resilience and transitory food insecurity.
- Extensive field visit and monitor the progress of the field activities.
- Ensure timely and quality implementation of project activities, monitor and track the achievements of overall project Purposes.
- Provide required support to the field staffs to perform their activities.
- Support TOs and FTs to prepare monthly work plan.
- Follow up TOs field visit, implementation progress and take actions to strengthen the implementation
- Observe major field findings of TOs and CARE staffs and take necessary action to implement to recommendations
- Facilitate capacity building support for the Union Parishad bodies and Service Providers.

3. Communication and networking with different public and private organizations and administrations.

- Conduct regular liaison/linkage meetings with GO/NGO development service providers working in the relevant field.
- Provide support to TOs and FTs to communicate and develop functional linkage with LEBs, NBDs, CBOs, NGOs, and local administration and elites.
- Ensure required support to enable the community people to build linkage with different private and public service providers.
- Organize and participate in the Upazila/UP monthly meetings, inform PM and CARE SO-TSR & seek suggestions for overcoming the problems.
- Participate in upazila PACC meetings and share progress and challenges and learning.

4. Ensure efficient use of project resources

- Contribute to planning activities and budget
- Perform all planned activities followed by approved budget.
- Ensure that the local purchases and expenditure are as per SHOUHARDO III Project policies and procedures.
- Ensure best use of project resources and materials.

5. Monitoring and reporting

- Prepare monthly, quarterly and annual reports. Prepare also field visit reports and case study and success stories on regular basis.
- Regularly monitor field activities and ensure proper documentation of field findings.
- Assist FTs for collecting different data/Project participant's list and data analysis.
- Ensure that monitoring data collection processes are implemented in accurate manner as intended.
- Perform any other project relevant tasks given by the supervisor/PM.

Required Qualifications and Competencies:

- Masters of Social Science or any other relevant discipline. At least 8-10 years working experience in development sector including 5 years' experience in project implementation, monitoring and field staff supervision;
- Clear understanding on livelihood/food security project implementation strategy and concept;
- Strong coordination and networking skill with Upazila level GO, NGO officials, UP and private sector actors.
- Strong facilitation skills, good knowledge of good governance, gender equity and dimensional interventions; willing to drive motorcycle and should have valid driving license.
- Experience on participatory process, community mobilization, and problem solving and community empowerment process.

Coordination/contact with: Maintains close contact with Program Officer, APM (F&O), M&E, TO-M&E, Admin Section, concerned CARE, TOs and NGO Staff, and Upazila administration and Union Parishad.

Reportable to: Program Manager, SHOUHARDO III Program

Working Place: Nageswari, Fulbari, Rajarhat, Rajibpur Upazila under Kurigram district.

Salary: 35.342/-

Job Source: Bdjobs.com Online job posting

Apply Instruction

Interested candidates are requested to apply with a complete CV with cover letter, Mobile no, copy of educational certificates, experience certificate, 2 copies of passport size photographs National ID, name and address of two references (whom job in reputable NGOs) Email address & Mobile no, to the following address: **Advertiser, Post box no-03, Main Post Office, Kurigram-5600 or mjsks.hrd@gmail.com**. The selected candidate should have to join immediately upon the appointment. Any form of persuasion will be considered as disqualification. Can apply only the inhabitant of Rangpur division.

Women are encouraged to apply

Application Deadline: 29 November, 2018.

Company/Organization Information MJSKS

Address: Post Box: 03, Main Post Office, Kurigram-5600. or email address.mjsks.hrd@gmail.com

Web :www.mjsks.org