

Educo Bangladesh is looking for a ‘Project Manager’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with over 25-year experience working in 14 countries. We work with and for children and their communities to promote just and equitable society that can secure their rights and wellbeing. We envision a world where all children fully enjoy their rights and lead a life with dignity. We are a member of ChildFund Alliance, one of the largest global networks of child-focused development organizations working to create opportunities for children and youth, their families and communities.

Since 1999, we have been implementing development programmes in Bangladesh in the marginalized urban and rural areas and with time we expanded our works to broader geographical areas. Currently, we are working in 12 districts of the country. In 2021, Educo Bangladesh has 5 external funded and 11 internal funded projects.

Currently, we are looking for a ‘**Project Manager**’ to take the lead in Project, ***Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox’s Bazar, Bangladesh*** under Humanitarian Program.

Name of Position	Project Manager, Cox’s Bazar
Number of Vacancy	01
Job Location	Cox’s Bazar, Bangladesh
Report to	Head of Humanitarian Program, Cox’s Bazar
Contract Duration	Initially 01 Year. High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
Working Conditions	The position is based at Cox’s Bazar, will require frequent field visit to Rohingya camps, host community and Country Office as per requirement.

Purpose	Engagement	Delivery
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Title	Project Manager
Purpose	<p>The Project Manager, under the supervision of the Head of Humanitarian Program, Cox’s Bazar will be responsible for the day-to-day implementation of project activity on Child Protection and Education. He will work closely with implementing partner organization, program and support staff including Finance, Administration to ensure the interventions are implemented according to schedule, budget, and required quality, S/he will</p> <ul style="list-style-type: none"> ▪ Ensure humanitarian project personnel understand and carry out their duties in accordance with humanitarian principles, core values and the Code of Conduct. ▪ Take the lead in the project implementation that is adapted with the needs of the stakeholders, coherent with the Program Framework and defined standards of quality. ▪ Ensure relevance, efficiency, and positive impact in the lives of the targeted community.

Engagement	<ul style="list-style-type: none"> ▪ Lead and manage Project team. ▪ Coordinate with implementing PNGOs ▪ Liaise with Government Officials (CIC, RRRC, DC, UNO) ▪ Coordinate with Educo Country Office Finance, Administration, and Resource mobilization team ▪ Liaise with the relevant sectors and sub-sectors (Protection, Education, CPSS, etc.)
Delivery	<ul style="list-style-type: none"> ▪ Manage and motivate project staffs and ensure their deliverables are being accomplished within the stipulated time frame. ▪ Ensure the activity plan as per project target and follow-up the progress and process of activity implementation. ▪ Ensure accuracy in the delivery of project operations along with financial execution. ▪ Provide necessary technical inputs on project designing, proposal development, project planning, budgeting and FD7 preparation for NGOAB. ▪ Ensure monthly, quarterly and final reports and provide necessary feedback to ensure quality. ▪ Enhance capacity of the implementing partners and Educo Project staff. ▪ Ensure Educo's policies, procedures, visibilities are respected, and donors' requirements are being fulfilled accordingly. ▪ Organize staff's coordination meeting and represent in different coordination meetings. ▪ Assess effectiveness of project/programme, systems and procedures and recommend improvements.

Job Summary:

The Project Manager under direct supervision of the Head of Humanitarian Program, Cox's Bazar will lead in Project, *Protection and Education in Emergencies for Rohingya refugee children and host communities in Cox's Bazar, Bangladesh* under Humanitarian Program and coordinate with external govt., existing and potential donors, NGOs, INGOs, sectors, networks, and alliances for advocacy and organizational branding.

Responsibilities			
Sl.	Key Areas of Accountability	Essential Tasks	%
01.	People Management	<ul style="list-style-type: none"> ✓ Ensure entire team is well acquainted with the Educo's organizational goal and prepare their individual objectives and priorities. ✓ Lead the project team with supportive supervision to implement the project activities as per physical and financial standard. ✓ Coordinate and manage project staff and support in achieving the set target and goals. ✓ Engage in staff's capacity development of project staffs. ✓ Conduct staff performance appraisal and recommend remedial initiatives including staff development plans. ✓ Consider the safety and security aspects of staff in the field and office. 	20%

02.	Project Management	<ul style="list-style-type: none"> ✓ Manage partners, finances, and personnel to ensure quality delivery within time and budget according to project plan/Detail implementation Plan. ✓ Ensure and prepare Educo and partners activity and resource planning for the project and follow-up, also analyze variances and take corrective actions. ✓ Finalize and ensure quality of monthly, case studies, quarterly, annual/final and other necessary reports on child protection and education, as necessary with proper documentation. ✓ Controlling time management by setting realistic deadline of any action. ✓ Monitor and analyze both team performance and expenditures and take corrective measures efficiently. ✓ Support in modifying programme and budget as necessary ✓ Support finance and admin by providing technical inputs. ✓ Organize/attend necessary project related meetings, trainings and workshops. ✓ Ensure staffs coordination meetings and sharing learnings, challenges and recommendations. ✓ Make frequent field visit for project monitoring and supervision and provide feedback for improvements. ✓ Contribute to the implementation of organizational strategies, policies and practices 	30%
03.	Resource Mobilization and Management	<ul style="list-style-type: none"> ✓ Engage in Project designing and development processes by providing inputs, information and learnings ✓ Ensure provision of efficient financial dealings and logistical services for smooth project operation. ✓ Accomplish financial objectives by executing annual budget; forecasting periodical requirements; scheduling expenditures; analyzing variances; and initiating corrective actions. ✓ Ensure procurement request and distribution of necessary materials/products required for the projects. ✓ Ensure record keeping of materials and assets as per the EDUCO standard. ✓ Ensuring that all payments and accountabilities meet the required standards. 	20%
04.	Managing Partner NGO	<ul style="list-style-type: none"> ✓ Develop and implement a system to enhance and maintain strong and effective relationships with partners. ✓ Develop capacity of implementing partner staffs. ✓ Ensure that partners comply with Educo's and donor's administrative, visibility requirements, including accurate and timely reporting (physical & financial). ✓ Ensure that partners are comply with and implement Educo's child rights and safeguarding approach in their activities. ✓ Monitor and evaluate the performance of partners, both in delivering their commitments. ✓ Ensure that partner organizations actively participate in regular planning, monitoring and reporting processes. ✓ Organize periodic partners review meetings. 	10%

05.	Coordination and Representation	<ul style="list-style-type: none"> ✓ Coordination and communication between project and Head of Humanitarian Program, Cox's Bazar. ✓ Maintain sustainable and mutually beneficial partnerships, collaboration with local authorities (CIC, RRRC, etc.), networks, implementing partners ✓ Represent the organization in the project related external entities to promote organizational mission, vision and to enhance organizational visibility. 	15%
06.	Others	<ul style="list-style-type: none"> ✓ Prioritize and manage several tasks simultaneously. ✓ Organize meeting, events as per project and organizational requirements. ✓ Accomplish other required tasks as assigned for the necessities of the organization. 	5%
Perform responsibilities defined by organization/management as and when required.			
<p><u>Core Values:</u> Social Commitment Equity Respect</p>			
<p><u>Core Principles:</u> Participation Non-Discrimination Transparency Dynamic Spirit</p>			
<p><u>Education:</u> Master's degree in Management, Social Sciences, Public Administration, and/ or any other related field.</p>			
<p><u>Experience and Requirements:</u></p> <ul style="list-style-type: none"> ✓ 5-8 years of experience focused on the management of development/humanitarian Projects involving communities to promote child rights, child protection and education, including supervisory experience required ✓ Experience in project management related to child rights, child protection in emergency (CPiE), education in emergency ✓ Demonstrated the ability to understand and manage team, budgets and programs. ✓ Demonstrated ability to successfully initiate and maintain positive relationships with different stakeholders is vital to effective performance ✓ Demonstrated attention to detail, ability to follow procedures, meet deadlines, and work cooperatively with team members is required ✓ Be patient and have team building attitude by being respectful to others ✓ Have skill to prioritize tasks under pressure and to understand the situation and act accordingly as well as promptly ✓ Capacity to balance work-life ✓ Resourcefulness, initiative, and maturity of judgment ✓ Good understanding of gender ✓ Excellent Leadership Skills, Proactive and Empathetic 			
<p><u>Language:</u></p> <ul style="list-style-type: none"> ▪ Position requires both English and Bangla at advanced level. Excellent communication skills, both verbally and in written. 			

Knowledge and Skills:

- Advanced Knowledge on project management
- Advanced Knowledge and experience on Child Protection/Child Protection in Emergency, Education in Emergency, Child Rights
- Knowledge of Sphere standards and other training in humanitarian response preferred
- High computer literacy with a full knowledge of office applications
- Knowledge on local language (Cox's Bazar) will be considered as a plus point
- Excellent analytical skills and decision-making capacity
- Credibility to advocate for or on behalf of Educo to advance the organization's mission and vision
- Excellent interpersonal and intercultural communication skills
- Ability to summarize complex information and effectively deliver information to a diverse audience
- Ability to manage, influence and motivate Teams

Salary and Benefits:

Monthly **Consolidated** Salary is **BDT 151,474/- (Taka One Lac Fifty-One Thousand Four Hundred and Seventy Four)** only.

Plus: Insurance and mobile allowance as per Educo HR Policy.

Our Accountability:

For Educo, accountability means fulfilling our responsibility to listen and respond to the opinions and needs of our stakeholders in the decisions we make and the activities we undertake, with the aim of increasing our impact and ensuring the responsible use of resources.

Child Safeguarding:

Educo is committed to prevent violence and maltreatment to children by fostering a safeguarding culture in which interactions with children promote their dignity and favor their comprehensive development and wellbeing in a safe and protective environment. Educo will ensure to "do no harm" to children and to be a child safe organization.

Instructions to Apply:

- 1) Two referees (non-relative) must be mentioned in CV; one must be your latest supervisor
- 2) CV must contain Recent Photograph
- 3) Please go through the job contents carefully before applying

Interested candidates only who meet the requirements are requested to apply through below link

[Apply Online](#)

Application Deadline: December 13, 2021

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

Declaration

N.B. As a Child-Centred Organization, Educo is committed to Child protection, and has developed a Child Safeguarding Policy, together with a Code of Conduct. All employment is conditional upon the successful completion of all applicable background checks. Before induction, any new staff should read and sign Educo's Code of Conduct.

Note:

- 1) Educo Bangladesh determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo Bangladesh has ZERO TOLERANCE towards harassment, abuse and discrimination. Educo employees are expected to abide by the **Code of Conduct, PPSEAH (Policy on Protection Against Sexual Exploitation, Abuse and Harassment), Child Safeguarding Policy and Staff Management Rules** of Educo.
- 3) Any persuasion during recruitment process will result in disqualification of candidature.
- 4) Internal and external applicants shall be treated equally in the entire selection process.
- 5) **Educo Bangladesh never charges any fee/cost/donation at any stages of recruitment and selection process. There is no cost involved with applying for any position. Any solicitation of job application/selection costs should be regarded as fraudulent.**