

Educo Bangladesh is Looking for a ‘Coordinator – Climate Change and DRR’



Educo is a global development and humanitarian NGO based in Barcelona, Spain with about 30-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 10 districts of the country. Currently Educo Bangladesh has 8 external funded and 9 internal funded projects.

Currently, we are looking for an ‘**Coordinator – Climate Change and DRR**’ who will lead the project- “**Strengthening the capacity of those displaced by disasters and climate-related causes to cope with adverse situations**” based at Satkhira.

Name of Position	Coordinator – Climate Change and DRR
Number of Vacancy	01
Job Location	Satkhira, Bangladesh
Report to	Manager – Disaster Risk Management, Climate Change and Emergency Response
Contract Duration	Up to June 30, 2024
Working Conditions	The major part of the job will be in Satkhira with frequent field visits and requires visits to the Country Office.

Purpose	Engagement	Delivery
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Purpose	<p>Title Coordinator – Climate Change and DRR</p> <p>Coordinator-Climate Change and DRR will be responsible for implementing all the project activities in the areas of climate change and DRR in line with the defined project’s goal, objectives, outcomes, and strategies.</p> <p>S/he will be responsible for setting up an operational plan for the project activities and budget management in coordination with all relevant departments of Educo, engaging local government representatives and consortium partners.</p>
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Engagement	<ul style="list-style-type: none"> ▪ S/he will guide the Community Facilitator, Assistant finance, and administrative officer to better understand the project and supervise them in the implementation of projects in the field. ▪ S/he will engage people with Educo, line Manager, Consortium NGO, CSOs, and Govt. entities as a part of promoting efficiency and effective project implementation. ▪ S/he will be also assigned to maintain overall communication and coordination with the University for conducting research, different lines of government, and working NGOs on climate change and DRR.
Delivery	<ul style="list-style-type: none"> ▪ The Coordinator-Climate Change and DRR will coordinate, guide, and monitor all day-to-day operations including budget to ensure timely project implementation. ▪ Demonstrate skills to plan and coordinate delivery of specific services, projects and Annual Operations Plan (AOP) considering organization needs sustaining quality and integrity. ▪ Facilitate training, orientation, and workshop at field level ▪ Design projects & guidelines and orient the field team on regular activity, issues, and new initiatives in accordance with the defined program quality criteria/standards. ▪ Support the field staff (Community Facilitators) for effective project implementation. ▪ Work with the line supervisor, Manager-Disaster Risk Management, climate change, and Emergency Response, for smooth implementation of the project's activities, systems, policies, and procedures. ▪ Work in close coordination and liaison with Government Offices, Consortium NGOs, and other stakeholders to increase the visibilities of Educo and focusing the catalytic role of Educo. ▪ Prepare different reports, document and present those as per donor and organizational requirements.

Job Summary:

The **Coordinator – Climate Change and DRR**, under the direct supervision of the Manager – Disaster Risk Management, Climate Change and Emergency Response will be responsible for implementing all the project activities in the areas of climate change and DRR in line with the defined project's goal, objectives, outcomes, and strategies.

Responsibilities

Sl.	Key Areas of Accountability	Essential Tasks	%
1	Project Management	<ul style="list-style-type: none"> • Prepare action plan for implementing projects according to assigned Project outcomes, activities, strategies and donor requirements. • Assign activities to the supervisee for timely implementation with effectiveness and efficiency to meet project targets. • Supervise the implementation of the project activities at the field level • Mobilization of local government and line departments, and facilitation of different events ▪ Provide support to Manager-Disaster Risk Management, Climate Change, and Emergency Response in developing and designing new project 	30%

2	Staff Management and Development	<ul style="list-style-type: none"> • Guide day-to-day 'Community facilitators' activities and actively work with the department head to address/solve project issues. • Coordinate and manage the staff to achieve the project targets/results/outcomes and take steps for their professional development. • Ensure the field team is well acquainted with Educo's organizational goal and prepares their individual objectives in line with donors and Educo's priorities. <ul style="list-style-type: none"> ▪ Staff management includes leave approval, performance appraisal, and developing capacity develop plan 	20%
3	Coordination and Collaboration with Consortium Partners and Government-line Departments	<ul style="list-style-type: none"> • Coordination with consortium partners in designing training/orientation/ courses for the project team; and facilitating to ensure support to the project team requirement. • Visit the project fields with consortium partners to support them to overcome any issue/challenge, if required • Organize periodical joint field visits and meetings with consortium partners along with the Local Project Advisory Committee <ul style="list-style-type: none"> ▪ Facilitate government line departments to ensure necessary support to the project 	20%
4	Project and Budget Monitoring	<ul style="list-style-type: none"> • Plan, manage and monitor budget & actions against plan, timely expense as per plan and analyse variance report. • Make frequent field visits for project monitoring and addressing the raised issues/challenges related to the budget. • Communicate with supervisor for efficient and effective use of resources/assets/HR for proper implementation of the project <ul style="list-style-type: none"> ▪ Coordinate with Educo monitoring team for monitoring finding documentation, learning sharing, conduct baseline, evaluation. 	10%
5	Communication and Networking	<ul style="list-style-type: none"> • Maintain communication with key stakeholders and appropriate agencies at field and national levels. • Participate in professional societies; establish networks and attend GO-NGOs meetings, workshops, and seminars and represent Educo towards the CSO community. <ul style="list-style-type: none"> ▪ Maintain regular communication with the senior management team, Head of department/sectors, and partners. 	10%
6	Documentation and Reporting	<ul style="list-style-type: none"> • Generate/provide periodical reports and keep project status up to date and technical and budgetary plan. • Provide monthly action plan and progress report. • Prepare Case study and video clips to submit to donor and Educo <ul style="list-style-type: none"> ▪ Deliver any required documentation and facilitation. 	10%

Perform any other responsibilities defined by organization/management as and when required.

Core Values:

Social Commitment
Equity
Respect

Core Principles:

Participation
Non-Discrimination

Transparency
Dynamic Spirit

Education:

Post-graduate in Environmental Science, Agriculture, Disaster Management, Social Work or any other relevant Social Science from a reputed University.

Experience and Requirements:

- ✓ At least 5 years of working experience in a similar area of exigencies in any national or international development organization is preferable in a child rights-based organization.
- ✓ Proven working history of climate change, disaster risk management, agriculture, Community Engagement, partnership management, Gender, Youth engagement, Child rights and protection, Livelihood, highly required
- ✓ Commitment to and understanding of Educo's Mission, Visions, Values and Principles including rights-based approaches
- ✓ Demonstrated ability to write high quality reports & other project documents and presentation skills
- ✓ Proven management/coordination capacity of a project and associated team
- ✓ Ability to follow procedures, meet deadlines, and work cooperatively with team members
- ✓ Be patient and have team building attitude by being respectful to others
- ✓ Have skill to prioritize tasks based on the situation/requirement
- ✓ Capacity to deliver job timely and balance work-life
- ✓ Resourcefulness, initiative, and maturity of judgment
- ✓ Positive attitude, sensible and good understanding of gender
- ✓ Excellent Leadership Skills, Proactive and Empathetic
- ✓ Excellent interpersonal, analytical and problem solving capacity

Language:

- Position requires both English and Bangla at Advanced level. Excellent communication skills, both verbally and in written.

Knowledge and Skills:

- Knowledge on Experience in program/project design, technical support and implementation
- Knowledge on Country's related policies and laws
- Sound experience in people, resource and budget management
- Well acquainted with local government structure and their services
- Good understanding on Child rights and protection
- Good computer literacy with a full knowledge of office applications, MS word, MS Excel and Power Point, Web based applications, Bangla Bijoy Typing etc.

Salary and Benefits:

Monthly Gross Salary is **BDT. 68,403 (Taka Sixty-Eight Thousand Four Hundred and Three only).**

Plus: PF (10% Contributory), Gratuity, 02 Festival Bonuses, Insurance, and others admissible benefits 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 non-relative referees must be mentioned in CV; **one must be your latest supervisor**
- 2) **Recent Formal Photograph (Passport Size)** must be included in CV
- 3) Please go through the job contents carefully before applying. If not match, don't apply please.

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

Application Deadline: June 25, 2022 (Saturday)

WOMEN ARE HIGHLY ENCOURAGED TO APPLY

[Apply Online](#)

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 determines to ensure equal opportunity to everyone, irrespective to race, ethnicity, location, color, gender, class, and religion.
- 2) Educo 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, Anti-fraud and Corruption 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 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.**