

## Educo Bangladesh is Looking for a ‘Project Manager’ (Cox’s Bazar)



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 11 external funded and 9 internal funded projects.

Currently, we are looking for a **‘Project Manager’** to lead the Humanitarian Projects based at Cox’s Bazar.

<b>Name of Position</b>	<b>Project Manager</b>
<b>Number of Vacancy</b>	01
<b>Job Location</b>	Cox’s Bazar, Bangladesh
<b>Report to</b>	Head of Emergency Response, Cox’s Bazar
<b>Contract Duration</b>	Initially up to <b>December 31, 2023</b> . High possibility of extension based on satisfactory performance, project/program requirement and availability of fund.
<b>Working Conditions</b>	The position is based at Cox’s Bazar will require frequent field visit to Rohingya camps and host community; to maintain coordination with Head of Emergency Response, Cox’s Bazar and Country Office counterpart.

<b>Purpose</b>	<b>Engagement</b>	<b>Delivery</b>
----------------	-------------------	-----------------

<b>Title</b>	<b>Project Manager</b>
<b>Purpose</b>	<p>The Project Manager, under the supervision of the Head of Emergency Response, Cox’s Bazar will be responsible for the day-to-day implementation of project implementation, will work closely with program and support staff including finance, administration to ensure the interventions are implemented according to schedule, budget, and required quality, S/he will</p> <ol style="list-style-type: none"> <li>1. Ensure humanitarian projects personnel understand and carry out their duties in accordance with humanitarian principles, core values and the Code of Conduct.</li> <li>2. 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</li> <li>3. Ensure relevance, efficiency and positive impact in the lives of the targeted community</li> </ol>

<b>Engagement</b>	<ol style="list-style-type: none"> <li>1. Lead and manage multi project team in Cox's Bazar</li> <li>2. Coordinate with implementing PNGOs</li> <li>3. Liaise with Government officials (CIC, RRRRC, DC, UNO and others relevant sectors)</li> <li>4. Coordinate CO HR, finance, Administration, and resource mobilization team</li> </ol>
<b>Delivery</b>	<ol style="list-style-type: none"> <li>1. Manage and motivate project staffs and ensure their deliverables are being accomplished within the stipulated time frame.</li> <li>2. Ensure the activity plan as per project target and follow-up the progress and process of activity implementation.</li> <li>3. Ensure accuracy in the delivery of projects operations along with financial execution.</li> <li>4. Provide necessary technical inputs on project designing, proposal development, project planning and budgeting.</li> <li>5. Ensure monthly, quarterly and final reports and provide necessary feedback to ensure quality</li> <li>6. Enhance capacity of the external partners and Educo internal staff</li> <li>7. Ensure Educo's policies, procedures are respected, and donors' requirements are being fulfilled accordingly.</li> <li>8. Organize staff's coordination meeting and represent in different coordination meetings</li> <li>9. Assess effectiveness of project/program, systems and procedures and recommend improvements.</li> </ol>

**Job Summary:**

The Project Manager will be responsible for project implementation, will work closely with program and support staff including finance, administration to ensure the interventions are implemented according to timeframe, budget and quality.

***Responsibilities***

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

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

		<ul style="list-style-type: none"> <li>▪ Ensure that partner organizations actively participate in regular planning, monitoring and reporting processes.</li> <li>▪ Organise monthly/ periodic partners review meeting</li> </ul>	
05.	<b>Coordination and Representation</b>	<ul style="list-style-type: none"> <li>▪ Coordination and communication between project and Head of Emergency Response, Cox's Bazar.</li> <li>▪ Maintain sustainable and mutually beneficial partnerships, collaboration with local authorities (CIC, RRRC, etc.), networks, sectors and implementing partners</li> <li>▪ Represent the organization in the project related external entities to promote organizational mission, vision and to enhance organizational visibility.</li> </ul>	<b>15%</b>
06.	<b>Others</b>	<ul style="list-style-type: none"> <li>▪ Prioritize and manage several tasks simultaneously.</li> <li>▪ Organize meeting, events as per project and organizational requirements.</li> <li>▪ Accomplish other required tasks as assigned for the necessities of the organization.</li> </ul>	<b>5%</b>

**Core Values:**

Social Commitment  
Equity  
Respect

**Core Principles:**

Participation  
Non-Discrimination  
Transparency  
Dynamic Spirit

**Education:**

Master's degree in Management, Social Sciences, Public Administration, and/or any other related field.

**Experience and Requirements:**

- ✓ 5-8 years of experience focused on the management of development/humanitarian Projects involving communities to promote child rights and child protection, including supervisory experience required.
- ✓ Experience in project management related to child rights, child protection in emergency (CPiE), education in emergency
- ✓ Demonstrated the ability to manage team, budgets and programs
- ✓ Demonstrated ability to successfully initiate and maintain positive relationships with different stakeholders is vital to effective performance.
- ✓ 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 under pressure and to understand the situation
- ✓ 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
- Local Language of Cox's Bazar will be an advantage

**Knowledge and Skills:**

- Advanced Knowledge on project management
- 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

**Salary and Benefits:**

Monthly Consolidated Salary is **BDT 1,58,000 (Taka One Lac Fifty-Eight Thousand only)** with all benefits. Entitled for Insurance benefits as per Educo HR Policy. No other benefits will be applicable.

**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

[\*\*Apply Online\*\*](#)

**Application Deadline: October 18, 2022 (Tuesday)**

**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 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.**