

ActionAid Bangladesh (AAB) is looking for suitable candidate for the following position:

Project Manager

- Project : Agriculture and Homestead Gardening (Funded by WFP)
- Location of posting : Cox's bazar
- Types of contract : Fixed term contract
- Duration of Contract : Up to 31 December 2023 (but have a possibility of extension depending on donor fund availability)
- Number of Positions : 1
- Salary and benefits : Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as medical benefits, mobile & internet allowance and group life insurance etc

Position Summary

The position requires clear understanding on Rohingya Crisis, Camp situation, Project management & implementation, People management, Liaison with Government wings and stakeholders. She/He must have clear understanding on project management, Capacity building, CBT distribution, conducting training & sessions. S/he will maintain coordination with the project team, Finance, Admin, M&E and other stakeholders.

Key responsibilities include (not limited to)

Project Management:

- Overall responsible for agriculture & Homestead gardening project
- Ensure project goal and impact are achieved through effective and efficient project management.
- Keep track on project activities as per agreed plan.
- Provide strong leadership, encourage, support, coach, and mentor the project team, ensuring capacity is built and appropriate results are attained.
- Ensure quality deliverables as per donor requirement.

Financial Management :

- Overall responsibility for the financial management, includes development of quarter and annual budget, monthly accounting and quarterly reporting in line with ActionAid's processes and guidelines and reporting to donor.
- Ensure and monitor the allocation of resources in the most efficient and cost-effective way while aiming for the highest quality of implementation.

- Monitor on monthly basis actual expenditures and compare them with the implementation model, budget requirements, review the budget if needed with the Finance team and other stakeholders who are implementing the project.
- Ensure compliance with AAB, specific donor and Government of Bangladesh.

Documentation and Reporting:

- Prepare monthly, quarterly, annual and other programme reports and document in time aligning with project design and donor requirement.
- Develop reports as and when required.
- Maintain database management in Horizon for Project as per requirement.
- Capture evidence of good practices in regular basis.

Team Building & team management:

- Maintain interpersonal communication in team and Organization.
- Strengthening team member's capacity.
- Ensuring to develop successor of the team.
- Planning, supervision & appraisal.
- Knowledge and capacity building of the team members.

Relationships

The person holds this position will be reportable to **Head of Humanitarian Programme** of ActionAid Bangladesh.

Required Educational Qualification and Experiences

Education

- Post-Graduation degree in Social Science (preferably in Agriculture, Development studies, Anthropology Project Management) or any other relevant discipline.

Experience

- At least 5-7 years' experience on managing projects with national and international agencies or any development partners.
- Familiar with managing project with UN will be preferred.

Required Competencies

- Excellent Skills on project management
- Capacity of financial analysis , procurement and monitoring
- Excellent documentation and reporting skills.
- Good understanding on capacity development and training
- Ability to work in a team.
- Should be gender sensitive and familiar with Human Rights Based Approach.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- Last date of application is **Wednesday, 25 January 2023.**
 - **Qualified female candidates are encouraged to apply and will be given preference**
 - Please [click here](#) to submit your application.
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ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.