

ActionAid Bangladesh is looking for suitable candidates for the following position:

Hub Coordinator

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| Project Name | : | PRAGATI (Promoting Resilience and Gender-Responsive Adaptation for Transformative Impact) Project |
| Strategic Priority | : | Resilience & Climate Justice |
| Location of Posting | : | Ramjan Nagar, Shyamnagar, Satkhira |
| Types of contract | : | Fixed Term Contract from November 2024 to June 2027, depending on the funding availability |
| Number of position | : | 1 (One) |
| Salary and benefits | : | Monthly Gross Salary will be BDT. 28,525 with other admissible benefits such as medical insurance for staff and immediate family members, group life insurance, mobile & festival bonus etc, as per HROD Policy. |

Job Summary:

The Hub Coordinator will oversee the implementation of project activities in the PRAGATI area of Ramjannagar Union, at Shyamnagor upazila, under Satkhira district. This role serves as a vital link, providing guidance to the PRAGATI team for effective local-level project execution. Responsibilities include planning, budgeting, implementing, monitoring, and supervising project activities while managing financial and human resources. The Hub Coordinator will support the PRAGATI team in executing events and innovations per the approved plan, maintain close communication with the Line Manager and Programme Manager, and represent the project and ActionAid Bangladesh (AAB) to various stakeholders.

Additionally, the Hub Coordinator will uphold ActionAid's sponsorship and safeguarding policies, administrative procedures and prepare comprehensive project reports. Familiarity with ActionAid's financial, inventory, administrative, and HR reporting systems is essential. The Hub Coordinator will assist with internal and external audits, especially concerning financial matters, and collaborate closely with the LRP-54 team to support project implementation.

Key responsibilities include (not limited to):

Planning, Budgeting, and Activity Sharing (30% Time)

- Develop a planning matrix, project implementation plan, and budget breakdown for the PRAGATI project, sharing it with the Line Manager/LRP Manager.
- Prepare a strategic operational plan for approved activities.

- Establish KPIs for the PRAGATI project and personal performance.
- Create monthly, quarterly, and annual activity plans.
- Organize staff coordination and progress meetings.

Implementation, Monitoring, and Reporting (25% Time)

- Monitor the progress of planned activities within the LRP.
- Assist team members in developing project reports (monthly, quarterly, six-monthly, and annual) with relevant evidence (photos, videos, case stories, attendance sheets, etc.).
- Develop monitoring systems to ensure quality project delivery.
- Provide constructive feedback and guidance to enhance team performance based on observations.
- Support team members in mobilizing the community for social movements and advocacy.
- Undertake additional responsibilities as assigned by ActionAid's Strategic Priorities and projects.

Coordination and Stakeholder Engagement (20%):

- Communicate project objectives and strategies to local government, administration, line agencies, NGOs, and other stakeholders.
- Promote relationships and advocate with government and NGO officials to secure services for the target population.
- Ensure smooth project operations by consulting with relevant AAB units (finance, HR, communication).
- Disseminate updates (messages, information, policies) among staff and stakeholders as needed.
- Facilitate visits from internal and external teams according to policy.
- Maintain close collaboration with the LRP-54 team.

Team Management (15%):

- Guide team members in understanding conceptual and methodological frameworks related to the project.
- Provide support to enhance team members' confidence in facilitating community events.
- Assist in developing effective action plans for project activities.
- Conduct needs assessments for team members and initiate capacity-building activities.
- Encourage innovation for improved project execution and share ideas with the team and stakeholders.

Administrative and financial management (10%):

- Review and approve project expenditure bills and vouchers in line with AAB's financial policy.
- Support the LRP-54 procurement committee to ensure compliance with procurement policies.
- Oversee the maintenance and proper utilization of project materials and resources.
- Assist finance and administrative staff in maintaining proper documentation (attendance, movement logs, fixed assets, etc.).
- Collaborate with audit teams on financial activities in consultation with AAB finance focal points.
- Conduct the staff appraisal as per HROD policy.
- Assume other responsibilities as assigned by ActionAid Bangladesh.

Relationships

The incumbent will report to Project Coordinator.

Required Educational Qualifications and Experiences

- Post-Graduation degree in Social Science, or any other relevant discipline.
- At least 4-5 years progressively responsible work experience in the area of participatory program planning, management, monitoring, sustainable agriculture, food rights, Livelihood development, climate change adaptation, Women Rights, Reflection-Action process and capacity building within a development organization/NGO.

Required Technical Competencies

- Good communication skill in English - both oral and written
- Planning, supervision, implementation, and evaluation of community-based programme interventions on LRP
- Understanding program planning and budget, M&E, reporting system
- Communication, interpersonal and networking skills.
- Strong team building and capacity building skills.
- Confidence, interpersonal and representational skills and strong facilitation skills.
- Able to work under pressure and meet deadlines.

Application instructions

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

- The last date of application is **Saturday, 02 November 2024.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for 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 funds/money from a job applicant should be regarded as fraudulent.