**AGA KHAN FOUNDATION**

**(Bangladesh)**

**Job Description**

**JOB TITLE:** Project Coordinator

**OFFICE:** Dhaka

**MAIN PURPOSE OF JOB:**
The main purpose of the job is to provide managerial oversight to key organizational processes and to drive effective communications events and dialogue with key external and internal AKDN stakeholders in consultation and collaboration with the National Committee Chairperson. This position reports to the AKF Director of Programmes in Geneva, with strong reporting and accountability to the National Committee Chairperson.

**CANDIDATE SPECIFICATION: PROFILE, EXPERIENCE AND SKILLS**

**Candidate Profile**

* Level of Education: Master’s degree in a relevant field such as communications, business, policy and planning, etc.
* Minimum seven years working in a civil society organization, private sector or government position, with three years in a management capacity
* Excellent ability to network and develop intellectual and working partnerships with a wide variety of stakeholders at the mid and high level, including government, private sector, civil society, academia and donors
* Demonstrated experience in conceptualizing, planning and executing substantive knowledge management programs and events
* Experience in strategic and organizational planning, HR, financial management and organizational governance
* Excellent communications skills in Bangla and English, particularly in dealing with senior stakeholders

**Individual Competencies**

* Strategic thinker and planner
* Proactive and results-oriented to achieve goals within the specified timeline
* Flexible and positive outlook with a clear focus on high quality outputs and business improvement
* Ability to work effectively as part of a team, encouraging harmony, respect and cooperation
* Excellent communicator both written and oral, with the ability to concisely present complex ideas in a credible and engaging manner; good public speaking skills
* Strong interpersonal, networking and negotiating skills, with the ability to nurture effective working relationships
* Ability to identify and implement effective solutions to overcome obstacles
* Computer literate using Microsoft packages e.g. Word, Excel and PowerPoint, internet and email

**Managerial Competencies**

* Maintain strong, productive and collaborative relationship with staff
* Uphold high performance standards and encourage a culture of continuous improvement
* Maintain a detailed knowledge of team’s work to effectively oversee, direct, and organize the workload
* Motivate, mentor and develop staff using a supportive and collaborative approach; assign responsibilities; set objectives; establish priorities; and monitor and evaluate results

**KEY RESPONSIBILITIES AND DUTIES**

1. **Strategic Planning and Organizational Management**
	1. Work with the National Committee, develop a three-year strategic plan for the organization on a rolling basis, and monitor and adjust as necessary.
	2. Work with the Finance Department to ensure that annual budgets and HR plans are in line with the strategic plan.
	3. Maintain security, HR and safeguarding policies and procedural documents as required. Review and recommend updates as necessary, and ensure consistent application of policies and procedures.
	4. Act as the Security Focal Point for the organization.
	5. Manage direct reports and ensure management in line with the organizational policies and procedures.
	6. In collaboration with the National Committee, liaise with the AKDN Diplomatic Office for any issues related to the Protocol of Cooperation with the Government of Bangladesh.
	7. Where any issues arise (e.g., legal, regulatory, land, etc.), inform the appropriate contact at Head Office/National Committee and work with them to resolve the issues, based on sound knowledge of local context.
2. **Support to and Liaison with Governing Body**
	1. Provide secretariat support to the National Committee, including by organizing and conducting meetings, writing minutes, getting approvals, and following up on required actions.
	2. Provide required data and analysis to the National Committee for evidence-based decision-making.
3. **Communications and Policy Dialogue**
	1. Be the focal point for dialogue and communications with other AKDN agencies in Bangladesh and external stakeholders.
	2. Work with the National Committee to identify topics and develop objectives for communications/policy dialogue events for key stakeholders, including government, private sector, civil society, donors, academia, and the Ismaili community, among others.
	3. Identify and develop relationships with like-minded organizations to leverage their intellectual, human and financial resources.
	4. Plan and organize a variety of high-calibre events, reaching diverse target audiences.
	5. Follow through on agreed-upon recommendations and actions.
	6. Monitor progress of objectives over time.
4. **International Scholarship Programme**
	1. Working closely with the Office Assistant, oversee the full scholarship program process, including the provision of information to potential candidates; administering the pre-application and application process; working with the panel to interview shortlisted applicants; and recommending final candidates to the ISP office.