Concern Universal, Bangladesh

Job Description

Helping Coastal Communities Live with Rising Sea Levels Project.

1. **Job Title:**  Project Officer-Capacity Building
2. **Grade**: CUB Grade III – C
3. **Project Duration:** February 2015 – January 2018 (3 years)
4. **Reportable to**: Head of Organization Development and Education Unit
5. **Location(s) of Job**: Based in Dhaka with substantial travel to Khulna, Jessore & Bagerhat in the Southern part of Bangladesh.

**Context:**

Concern Universal (CU) recognizes that a strong, representational national/local civil society is the most effective mechanism to bring about positive sustainable change in the quality of life and standard of living of vulnerable and marginalized communities who are Live with Rising Sea Levels. By strengthening the capacity of local society (through NGOs) to more effectivelyand appropriately support and represent the disadvantaged within their own communities, within broader methodological context of rights-based programming, those vulnerable communities have a greater opportunity to realize their rights to essential services and resources.

These initiatives shall support in the strengthening of CBOs, WDMCs, UDMCs UzDMCs, WMGs, WMAs, School management committees, shelter management committees, farmer groups and LSPs through local partner NGO’s so that their capacity in disaster risk reduction (DRR), climate change adaptation (CCA) and water management can reflect and address the rights of vulnerable and marginalized communities.

**Position Rationale:**

In the overall implementation of Big Lottery Fund Project, the Project Officer-Capacity Building will provide support to the Head of OD & Education and Project Coordinator in all aspects of project implementation including quality programming, capacity-building, advocacy, M&E, documentation. He/she will provide guidance and support to the work of the Project officer and Project Engineer, as well as monitor and support the work of the implementing partner. In addition, He/she will be involved with the procurement process for ensuring quality materials’ purchase following a transparent procedures in compliance with CU and donor’s policies and procedures

**Key Duties and Responsibilities:**

The post holder will provide overall support to the Head of OD & Education, Project Coordinator in all the required tasks for successful project implementation. The major job responsibilities are, but not limited to:

* Assist with the planning and implementation of the project activities
* Prepare training modules and training reports
* Conduct training to the partner NGOs on CMDRR, climate change adaptation, water management, participatory monitoring and evaluation, local resource mobilization & management.
* Assist the partner NGOs in Community Risk Assessment
* Ensure that project activities and results are reflected in the partners monitoring system through the provision of technical support and accompaniment of the partners
* Ensure that partner gather and share information on indicators, presenting project information in an appropriate format, particularly for use in project impact assessment and evaluation.
* Facilitate partner project management and reporting
* Assist to support the inclusion of DRR & water management in all aspects of partner programming
* Perform the administrative tasks that ensure the smooth running of the project
* Identify, collect and document the best practices and dissemination
* Facilitate exposure visit for partner NGOs
* Attend different training, workshop, seminars as and when required
* Assist to Prepare project progress report both in English and Bangla
* Other duties as required and assigned by the supervisor

***This job description may be reviewed at any time according to the needs of the organisation***.