

Job Title	Project Manager , Max WASH II
Job Classification	Project Management
Location of job	Max Foundation Bangladesh Country Office
Reports to	Senior Program Manager
Job Type	Full time, fixed term contract for 3 years
Salary	Gross BDT 75,000-80,000 , Others benefit as per organisation policy.
Application submission	<p>Submit the application to Accounts and Finance Manager, email to hrrmmfb@gmail.com , Max Foundation Bangladesh Country office with following documents by 20 December 2017 , 5:00PM :</p> <ul style="list-style-type: none"> • CV with recent photograph • Cover page <p>Late application submissions will be rejected.</p>

Job purpose

The prime responsibility of the Project Manager Max-WASH II is to achieve the Max -WASH II goal and objectives. She/he is responsible to develop and execute Max-WASH II program implementation and control strategies, approaches and innovative tools and technique for implementation. As a Project Manager of Max WASH II, She/he is responsible to manage both implementation and knowledge partners and she/he will be leading to management of Max WASH II program.

Duties and responsibilities

Project Initiation

- Assist Senior Program Manager to sign contract with selected PNGOs and set up program implementation modalities;
- Assist Max Foundation Finance and Admin division to recruit Max WASH II staffs and set up project office at district level;
- Develop capacity of the Max WASH II program team to implement the Max WASH II program;
- Lead to signing MoU with knowledge partner's and stakeholders like Blue Gold, NILG, Water Development Board etc.;

Project Intregation Management

- Lead to conduct Max -WASH II baseline study and set milestone to achieve project goal and objectives and develop a consolidate and PNGOs wise annual implementation plan in accordance with Max-WASH II program objective and the mission and goal of Max Foundation;
- Provide leadership, direction and mentoring the implementing Max-wash II in line with approved project documents, MF polices and guidelines and Bangladesh sector standards;
- Maintain regular communication with regional offices and PNGOs;

- With support from the Senior MEL Manager, Program Manager compiles all internal and external narrative reports ensuring full compliance and submit to Senior Program Manager;
- Develops the capacity of the program team and partners staff in relation to Max-WASH II program management, partnership management etc.
- Support to develop the gender action plan and implementation through out the program and team.

Cost Management

- Prepare Max-WASH II budget, manage budget approvals and control project budget;
- Control changes to Max-WASH II budget, develop cash flow forecasts and calculate probabilities of cost variances.
- Oversee the budget and primarily be responsible for managing the grant of the Max-WASH II program;
- Ensure and check financial progress and external audited financial reports compliance with the Max Foundation AO/IC;
- Ensure that the project work plan conforms to the project budget, unless the program team agrees a revision is necessary in accordance MF revision process;
- Ensure the internal projects financial review per the schedule and ensure external audit in time;

Quality Management

- Assist Senior Program Manager to implement Max- PbR and ensure quality control standard of Max WASH II;
- Assist Max-WASH II MEL coordinator to implement IT based interactive MEL system including data validation system;
- Develop Max-WASH II quality management plan and manage Max Foundation quality standards;
- Lead to response the feedback of the MEL department and reposition where necessary for effective implementation.

Human Resource Management

- Lead to team building according to project needs and establish a team culture that allows teams to achieve objectives;
- Identify capacity building needs assessment and plan and schedule training and development for staffs and set achievable, measurable, realistic objectives for team members;
- Motivate teams and inspire a sense of teamwork, ownership and urgency and involve team members in decision making to achieve acceptance of decisions and approaches;

- Provide timely constructive performance feedback to improve performance issues early and mentor team members.

Monitoring, Evaluation and Reporting

- Oversee the effective implementation of the Max-PbR framework, including all associated systems and processes in close collaboration with Senior MEL Manager and MIS Specialist in line with the project logframe, ToC and Results Framework;
- Ensure the PNGOs progress monitoring both program and finance according to the Max Foundation Max-PbR framework with the support of MEL division and Accounts and Finance division;
- Ensure the internal periodic and annual evaluation in line with the PNGOs agreement with the support of MEL division and Accounts and Finance division;
- Provide necessary support to Senior MEL Manager to prepare the bi-annual and annual report.
- Lead to organise periodic Partner's coordination meeting to track the progress and necessary adjustment of the program to achieve the set objectives;

Liaison and Networking

- Ensure understanding of Max Foundation transparency and accountability mechanisms, maintain these in the relationships with partner organisations and work with field-based staff and partners to implement these at the community level.
- Develop thematic partnership and networking with working groups, national and international networks, civil society, government departments etc.

Risk Management

- Identify risks, compare identified risks with lists of well-known program/project risks to ensure completeness;
- Evaluate risk interactions and assess possible risk outcomes and develop a risk management plan;
- Track and report risks according to the risk management plan.

Procurement Management

- Develop procurement requirements and plans such as specifications, statements of work, RFIs and RFPs;
- Liaison with procurement teams and follow organisational policy regarding procurement and comply with procurement regulations;
- Ensure procurement per procurement schedule.
- Maintain coordination and collaboration with Joint Project Management Committee (JPMC) to procure the Max-WASH II materials for PNGOs;

Reports to / Authorization

- The position is reportable to Senior Program Manager of Max Foundation Bangladesh Country office;
- She/he is independent to make decision regarding Max-WASH II program implementation grounded on the project documents;
- She/he is independent to manage the staff members reportable to her/m;
- She/he has the authority to re-organise the budget and plan without changing the sub-total and bottom line of the approved budget. Any sub-total needs to change she/he gets recommendation from Senior Program Manager and prior approval from Country Director;

Direct reports

The program will supervise the following staffs of Max WASH -II:

- SRHR and Gender Specialist;
- Governance and Capacity Building Specialist;
- Accounts and internal audit Officer;
- MIS Specialist;
- WASH and Health behaviour change Specialist;

Qualifications/job specification

1) Education

- Masters in Science/Social Sciences/MSc in Water Resources Development /MPH/MSc Engineering (Civil/Environment/Agriculture/Sanitation) with no 3rd class/GPA below 2.00 in any public exam.

2) Experience

- General Experience: At least 8 years' continuous experiences covering WASH and Community Development.
- Specialisation: At least 3 years in a senior position in any INGO/reputed National NGO with combination of following areas- Program management, Local partner management, Program Monitoring etc.
- Experience to RBM management system and good knowledge on PbR.
- Very good understanding on cross cutting issues like disability, climate change and gender issues.

3) Required Skills, Knowledge and Characteristics

- Excellent in English (speaking & writing).
- Excellent Computer skills (Microsoft office).
- Leadership (ability to motivate and develop others).

- Behavioural flexibility and emotionally intelligent with strong oral and written communication skills.
- Ability to represent the value-for-money Max- Job WASH.
- Ability to coach and mentor multi-sectoral partners.
- Excellent skill in staff facilitation/training.
- Excellent skill in Proposal writing, documentation and report writing.
- Good Skill in M&E process as well participatory monitoring.
- Ability to work in team environment.
- Gender responsiveness

Special working conditions

The position will travel aboard to represent Max Foundation and Max WASH II when necessary. She/he must travel 50% of his time at projects area.

Approved by:	
Date approval:	
Reviewed:	Date when the job description was last reviewed