**District Coordinator: KHAMATAYAN Project**

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| **Department:** | Bangladesh Programme | **Location:** | Mymensingh/ Sherpur Districts | | **Reports to:** | Regional Coordinator |
| **Role Type:** | Contractual for 39 months (Starting from 1 April 2018 ending on 30th June 2021) | | | | **Hours of Work:** | Full Time (40 Hrs) |
| **Role Purpose:** | Responsible for supervision of overall field operations across Mymensingh/Sherpurdistricts, line manage the Associations’ Leaders. | | | | | |
| **Role Aims:** | | | | **Person Specification:** | | |
| * Guide and supervise Associations’ Leaders to ensure effective implementation of project activities * Maintain network and close liaison with district, sub-district (Upazila) and union level stakeholders for smooth running of the project activities * Plan and coordinate all the training courses and workshops and submit training plan and budget to the Regional Coordinator * Maintain the smooth and effective running of the training courses and workshops with the assistance of the project and partner NGO staff * Prepare and update producer groups’ profile/database regularly and other necessary records and send to Regional Coordinator for programme level record keeping * Prepare with the staff of the project and the NGOs partners, and, as far as possible with the CSO leaders, the monthly and quarterly action plans, and submit it for improvement / validation to the Regional Coordinator. * Maintain a proper accounting system in compliance with the partners and donor rules; * Support and train the Associations’ leaders on record keeping. * Regularly coordinate with the Associations’ Leaders and partner staff in order to foster a professional and effective working environment * Regular field visit to ensure implementation of all project activities according to action plan and communicate with the partners through the writing of minutes/ visit reports following each visit   These tasks are not exhaustive and unforeseen changes and / or requests may require the involvement of the District Coordinator. | | | | **You will be:**   * An energetic person to oversee and mentor activities of the partner producers ‘groups and associations in certain Upazilas of the district.   **You will have:**   * Graduate degree in any discipline, but Diploma in Agriculture or in Business Management will be preferred * 2-3 years “Experience in small and Marginal farmers” group and association development and maintenance or in a small farming company at a senior management level * Must have computer literacy (Minimum Word and Excel) * Must have good communicative ability and flare for developing quick friendly relationship with mostly illiterate poor and vulnerable population * Must have good facilitation skills * Must have willingness and ability to live and work in remote areas and with most vulnerable people/communities * Must have valid driving license to ride motorbike.   **You *may* have:**   * Progressive job experience in field level pro-poor development project management * Good knowledge of communication and advocacy with the authorities   . | | |
| **Other:** | Under the hierarchical authority of: Project Coordinator  Under the functional authority of: Traidcraft Exchange’s Supervisor  Hierarchical authority over: Association’s leaders  Functional authority over: Local partner’s project staff  The District coordinator will have to travel regularly on the field and must therefore be in good physical condition. | | | | | |