**Field Coordinator:** **Fighting Forced Labour with Adivasi and Dalit Communities in South Asia (Muktee) Project**

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| **Department:** | Bangladesh Programme | **Location:** | Tanore/ Nachole Sub-district | | **Reports to:** | Executive Director- ASSEDO |
| **Role Type:** | Contractual for 33 months (Starting from 1 April 2019 ending on 31st December 2021) | | | | **Hours of Work:** | Full Time |
| **Role Purpose:** | Responsible for supervision of overall field operations across Tanore/ Nachole Sub- districts, line manage the Associations’ Leaders. | | | | | |
| **Role Aims:** | | | | **Person Specification:** | | |
| * Gain thorough understanding of overall and specific project objectives and detailed methodology * Organize and conduct FGDs with targeted beneficiaries to have a thorough understanding of their training and other needs * Mobilize farmers/farm workers and assist them in forming groups * Plan and coordinate all the training courses and workshops and submit training plan and budget to the Project Coordinator * Mentor and guide groups in proper group management * Monitor group-based activities on a regular basis * Maintain the smooth and effective running of the training courses and workshops with the assistance of the local CSO staffs * Maintain network and close liaison with district, sub-district (Upazila) and union level stakeholders for smooth running of the project activities * Assist in conducting baseline study, mid-term review and other relevant study in designated sub-district level * Maintain work journal and submit it to the Project Coordinator every week * Implement any work plan decided by the PMT/ Project Coordinator at the field level * Prepare and update producer groups’ profile/database regularly and other necessary records and send to Project Coordinator for programme level record keeping * 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. * Any other works, those might be assigned by the Project Coordinator.   These tasks are not exhaustive and unforeseen changes and / or requests may require the involvement of the Field 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, and/or Diploma in Business Management will be preferred * 5 years “Experience in small and Marginal farmers” group and association development and maintenance * Must have experience in working with Indigenous communities * 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:** | To be employed by ASSEDO under the employment terms and conditions of ASSEDO  Under the hierarchical authority of: Project Coordinator  Under the functional authority of: Traidcraft Exchange’s Supervisor  Hierarchical authority over: Association’s leaders and group leaders  Functional authority over: N/A  The Field coordinator will have to travel regularly on the field and must therefore be in good physical condition. | | | | | |