**Project Coordinator, JEWEL Project**

**Salary: Competitive**

**Location: Dhaka, Bangladesh**

**Full Time, Fixed term (Up to March 31, 2019)**

Traidcraft fights poverty through trade. We are best known as the UK’s leading fair-trade organisation and are engaged in a wide range of trade and development activities.

Established in 1979, our vision is a world freed from the scandal of poverty where trade is just, and people and communities can flourish. Our approach to fighting poverty – trading, supporting and influencing – is what makes us unique.

We are looking for a **Project Coordinator** for JEWEL Project which focuses on economic empowerment of women. S/he will also work closely with Senior Programme Manager as a key member of the Programme team. The ideal candidate will be committed to promoting women economic empowerment. As a professional, enthusiastic and self-motivated team-player in market-oriented business or NGO programme supporting small-enterprise development, candidates will be educated to Advanced University degree standard in a Business Administration/Development Studies/Economics with relevant experience in promoting farm and nonfarm enterprise development including 8 years progressive experience in a managerial position.

**Female candidates are highly encouraged to apply.**

**Interested?​** Please fill up the forms below and send it along with a copy of passport size photo to TX\_Bangladesh@traidcraft.org

(Add hyperlinks to the forms here)

For further details including a full job description please click here [xxxxxxxxxxxxxxx](http://www.traidcraft.co.uk/careers)

**Closing date for applications:** 28th February 2018 6pm Local Time, Bangladesh

**Provisional date for interviews:** 14th March 2018

**Project Coordinator, JEWEL Project**

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| **Department:** | International Development | **Location:** | Bangladesh | **Reports to:** | Senior Programme Manager, Traidcraft Bangladesh Country Office |
| **Role Type:** | Contractual (Up to March 31, 2019) | **Hours of Work:** | Full Time (40 Hrs/week) |
| **Role Purpose:** | To deliver the overall objectives and goals of the JEWEL project which focuses on Economic Empowerment of Women |
| **Role Aims:**  | **Person Specification:** |
| * As a member of Traidcraft’s team in Bangladesh, you will deliver the overall objectives and goals of the JEWEL project in compliance with the donor guidelines and Traidcraft’s Strategy.
* You will be responsible for achieving and ensuring quality of project outcomes including but not?? limited to the following:
	+ Oversee entire project implementation
	+ Act as the main liaison person for Traidcraft’s work with Ulashi Sreejony Sangha (USS) and project team
	+ Take proactive initiative to mentor project team
	+ Develop and periodically fine-tune yearly action plans and budget
	+ Ensure an effective Monitoring, Evaluation, and Learning (MEL) system in place and working
	+ Ensure quality and accuracy of the data/information collected fed into central MEL system
	+ Support the USS project staff to build and maintain good working relationship with both government agencies and private sector players as is required within the project.
	+ Compile regular project updates and draft progress reports to be submitted to Big Lottery or other donors – including case studies, and learning from the project.
* You will ensure full financial compliance and budgetary control of the project including but not limited to
	+ Gather and collate financial reports in conjunction with USS and Traidcraft Finance Teams
	+ Ensure financial systems and donor guidelines on use of project finances are strictly followed and bring to the attention of the TX Senior Programme Manager and the PMT of any concerns in this regard
	+ Support/assist and work closely with Finance Manager of USS and TX to prepare periodic assigned project financial statements
* Carries out other duties, which may or may not be related to the job, as reasonably requested by the CD/ SPM and / or Head Office
 | **You will be:*** Seek to develop a values-oriented dimension to your career. With a high level of personal integrity, you will demonstrate an awareness of Women Empowerment issues, will be passionate about Traidcraft’s mission and will be driven to make a difference to the lives of poor people.
* Entrepreneurial and a proactive self-starter, you’ll be able to see opportunities, develop innovative solutions and set and meet personal targets
* Enthusiastic with a positive outlook, you’ll be able to work independently with minimal supervision, as a member of a team as well as inspiring and leading others.

**You will have:*** Advanced University degree and/or equivalent experience with emphasis on business, gender studies, economics, development studies, international affairs, or social sciences from well recognized Universities/Institutions of home or abroad
* Either some experience in private sector or familiarity with farm and non-farm small enterprise development
* High level of Awareness of and sensitivity to Gender issues particularly Economic Empowerment of Women
* Experience of successfully developing and managing complex projects, including the management of action plans, budgets, reporting, monitoring and evaluation
* Experience of delivering projects in collaboration with partner organisations, including experience of capacity building and supervision of partners
* At least 8 years of experience in a managerial position
* Excellent written and verbal communication skills and will be fluent in both English and Bangla.
* Proficiency in the use of computers, including word, outlook and excel
* Good analytical ability

**You *may* have:*** Experience working with partner organisations.
* Experience in monitoring and evaluation

 Knowledgeable of International Development issues**Notes:*** Applicants will be required to provide proof of eligibility to work in Bangladesh.
* Traidcraft welcomes applicants from all faiths or none, but it is important that all staff members understand and sympathize with the Christian vision, ethos and culture of Traidcraft.
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| **Other:** | * This role will involve regular travel, including time spent away from home, both within Bangladesh and occasional international travel.
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