**Regional Coordinator: KHAMATAYAN Project**

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| **Department:** | Bangladesh Programme | **Location:** | Mymensingh | | **Reports to:** | Project Coordinator, KHAMATAYAN |
| **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 and Sherpur districts, line manage the District Coordinator | | | | | |
| **Role Aims:** | | | | **Person Specification:** | | |
| * Guide and supervise District Coordinators and 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 in collaboration with the District Coordinators. * Ensure all project field activities are being implemented in line with approved action plan. * Ensure producer groups’ profile/database are updated regularly and other necessary records are documented and stored electronically and shared with Project Coordinator * Collect monthly and quarterly field level action plan and submit to Project Coordinator * Ensure the accurate financial and accounting procedures are followed by District Coordinators and Associations’ Leaders * Regularly coordinate with the Associations’ Leaders and partner staff in order to foster a professional and effective working environment * Collect information, requests and claims.” from the NGOs and the CSOs/Local authorities, treat them and bring them back to the Program Coordinator. * Continually seek and act upon opportunities for personal and team development   These tasks are not exhaustive and unforeseen changes and / or requests may require the involvement of the District Coordinator. | | | | **You will be:**   * An experienced Manager to oversee and mentor activities of the partner project staff and producers ‘groups and associations in Mymensingh and Sherpur/ Kurigram and Gaibandha districts.   **You will have:**   * Must have Master degree in Agriculture/Business/Social Science * More than 5 years’ experience in small and Marginal farmers’ group and association development and maintenance * Must have computer literacy (MS Office) * 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. | | | | | |