**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.
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| **Other:** | Under the hierarchical authority of: Project CoordinatorUnder the functional authority of: Traidcraft Exchange’s SupervisorHierarchical authority over: Association’s leadersFunctional authority over: Local partner’s project staffThe District coordinator will have to travel regularly on the field and must therefore be in good physical condition. |