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| Job Title: | Technical Coordinator – WASH and Nutrition Outreach  |
| Location: | Caritas Central Office, Dhaka, Bangladesh |
| Reporting to: | Senior Manager-ECD and overall Assistant Executive Director-Programs |

**Project and Consortium**

The Leadership to Ensure Adequate Nutrition (LEAN) project aims to improve maternal and child nutrition in the remote Chittagong Hill Tracts of Southeastern Bangladesh through a consortium of six partners led by United Purpose (UP). The project aims to break the perpetual cycle of undernutrition in 18 selected Upazilias under the Districts of Rangamati, Bandarban, and Khagrachari in the Chittagong Hill Tracts. The project funded by the European Commission (EC) will work to improve maternal and child nutrition for 282,000 pregnant and lactating women, children under 5 and adolescent girls by providing holistic, nutrition-sensitive and nutrition-specific livelihoods models to diversify diets and income for the most vulnerable whilst working with local, district and national government to promote nutrition-sensitive governance at all levels. The specific objective of the Project is “to create an enabling environment for improved and sustained pro-poor nutrition security service delivery and awareness will address the institutional determinants of undernutrition in the CHT which include the political and policy framework for nutrition, and the coordination and service delivery structures”.

# About the Role

The position to provide technical support and guidance on nutrition and WASH outreach and advocacy for all project activities under the LEAN project.

**Key Duties and Responsibilities:**

In coordination with the SM-ECD, the Technical Coordinator (Nutrition and WASH Outreach) will be responsible to provide technical support in preparing various training and IEC materials; facilitate training sessions, meetings, seminars and workshop; and provide overall monitoring and supervision support to the LEAN Project. To achieve the goal of LEAN as stated in the European Commission-approved project description, the Technical Coordinator will also be responsible for compliance, timely reporting and coordination with Consortium Partners, Caritas Management, EC, respective Government bodies and other stakeholders. S/he will maintain close contact and coordination with the Assistant Executive Directors in coordination with to ensure timely and quality implementation of the activities of Program/Project.

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| **Overall purpose:**1. Lead the Caritas Bangladesh Field Team in collaboration with consortium of partners under the leadership of UP to successfully implement the LEAN nutrition governance project
2. Overall project management of Caritas Bangladesh project component to ensure smooth delivery of project activities in accordance with donor requirements and guidelines
3. Maintain coordination and communication in terms of project operation supporting the Caritas Bangladesh Field Team and key personnel to monitor project progress, quality and share learning
4. Oversee financial management of the project to ensure accountability, compliance, value for money and reporting is achieved
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| **Tasks and Responsibilities:**1. **Leadership/Technical Direction**
* Provide technical support and guidance on Nutrition/WASH and advocacy for all project activities and strategies
* Lead with a thorough understanding of grassroots level community-based activities designed around disseminating information and shaping Nutritional and WASH practices
* Assist Project team in preparing training materials in line with materials developed by Consortium Partners and Government of Bangladesh (GoB)
* Develop Strategy for working with local government offices and ensure activities are implemented smoothly following LEAN Activity’s Description.
* Facilitate different training including ToT to the project staffs, partner staffs and Govt. field staffs with assistance from Consortium Partners
* Provide technical support to the roll out of training packages for district, upazila and community level stakeholders
* Ensure that project activities are technically sound, evidence-based, and responsive to the needs of the target beneficiary, especially poor and marginalized, and the donor.
* Identify the key forums in public and private sector at local and national level and regularly engage with them to generate and maintain an enabling environment for the project interventions scale up
1. **Project Management:**
* Responsible for formulation, implementation/operation of Nutrition and WASH activities of LEAN under the direction and guidance of the SM-ECD
* Assist to prepare annual work plan according to the project description and milestone of the project
* Prepare quarterly and annual reports as required, detailing the performance of the nutrition and WASH activity, including reports and others as directed.
* Provide guidance and technical supports to the Bandarban Field Team (both District and Upazila) for proper implementation of the project activities as well as to achieve the project's goal
* Assist SM-ECD to undertake routine analysis of project budgets utilization, including quarterly and monthly financial target settings and reviewing spending with the concerned project staff.
* Ensure timely qualitative reporting to UP and its partners as per requirement or ‘Deed of Agreement’.
* Prepare report for government bodies, governing bodies of Caritas and Caritas Annual Report
1. **Partnership Management:**
* Establish close linkages and networking with the Consortium Partners under the leadership of UP for overall implementation of the project
* Maintain and promote inter-office and inter-departmental contact, coordination and cooperation for smooth operation of project/activities
* Initiate advocacy, lobbying on different issues related to community nutrition and WASH involve members of the civil societies, government officials, politicians, religious bodies, Caritas Internationalists, media and mass people through effective coordination and active participation to establish poor people rights.
* Coordinate with Accounts Dept. for timely preparation of financial statement as per agreement between Consortium members.
1. **Project Monitoring and Learning:**
* Develop monitoring tools based on the approved indicators mentioned in the log frame
* Responsible for monitoring/supervision of the project’s activities in association with the staff members
* Undertake field visit at least 4 days per months in project location
* Ensure nutrition and WASH activities are taking place in line with the project agreement and developed strategy for Consortium Partners
* Monitoring jobs of the staff members of Bandarban field team (both district and upazila) and ensuring the highest effort of the staff members for timely and effective implementation and quality delivery of project
1. **Compliance and Risk Management:**
* Introduce a culture of risk and compliance management, Safety, Security and Safeguarding issues as per approved policy of Caritas Bangladesh
* Provide employee training on compliance related topics, policies, or procedures of Caritas Bangladesh and follow up the policies/procedures strictly.
* Produce high quality narrative/financial reports and submit the same in a timely manner
* Uphold visibility of branding issues from the EC, UP and its Consortium Partners
1. **Project Financial Management:**
* Monitor and approve all budgeted project expenditures for Caritas Bangladesh under the guidance of AED-P and SM-ECD.
* Ensure monitoring and reporting of cash flow and variance (Caritas Bangladesh part only) to Manager- Accounts of Caritas Bangladesh on a regular basis (monthly/ bimonthly)
* Oversee that the project fund is being managed according to Caritas Bangladesh policies and procedures as well as funding agreement
* Ensure that all financial records, reports and supporting documentation for the project are up to date, including quarterly financial and narrative reports from partners
* Ensure financial accountability and support in conducting external audits.
1. **Advocacy:**
* Support Project Manager and Field Team to arrange advocacy workshop at different levels
* Develop capacity of field staff members to implement the advocacy activities
* Work closely with Consortium partners to ensure that advocacy issue addressed as per approved project.
* Develop and maintain relationship with different thematic networks, NGOs, and media (local and regional)
1. **Other**

**Communication:*** Maintain close contact/ communication with Caritas’s Executive office and involve them at various levels of project activities.
* Develop and maintain effective communication with all Consortium Partners and Government Agencies such as IPHN, CBHC and MCH of DGFP, DAE.
* Ensure the project is being visible enough to disseminate its success and approaches to national and international level.
* Maintain contact, liaison, network and coordination with the actors of the Public Health Nutrition and WASH Sector.
* Creation of strong working relations with institutions and individuals in media, communication, PR, service industry as well as in government, social and corporate sector.

**Staff Management:*** Provide regular feedback on performance of staff members of Project team in Bandarban for their improvement/ development.
* Provide technical support to the project staff to enhance their technical knowledge and skills and also conduct capacity building training for the staff members and project partners involved in LEAN Project.
* Extend support to HRD for conducting staff appraisal/recruitment for the LEAN project.
* Create a team atmosphere conducive to professional growth and development of excellent personnel
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| **Job Requirements** |
| **Skills:*** Professional and clear written and oral communication skills both in English & Bangla.
* Depth knowledge on program aspect, Finance, Monitoring & Evaluation.
* Good command on MS-Office (MS word, Excel, Power Point etc.)
* Excellent networking, communication, negotiation and interpersonal skills.
* Strong Analytical and Report-writing skills.
* Ability to work effectively with people from diverse backgrounds
* Ability to work independently and in a team
* Excellent public speaking and facilitation skills
* Ability to work a flexible work schedule
* Willingness to travel to, and work in, remote areas for extended periods of time
* Highly motivated, self -starter, ability to work under pressure with minimum supervision
* Supportive and committed to work for vulnerable groups, Values oriented and Gender sensitive.

**Educational Qualification:** Masters in Nutrition/WASH/MDS/MSC in Social Science with experience in Nutrition and WASH from a reputed University**Work Experience:**At least 4 years’ diversified experience including on nutrition, livelihoods, and WASH related projects from any National and International NGOs. Candidates from indigenous communities from the CHTs are strongly encouraged to apply.  |

United Purpose (consortium lead) has a Safeguarding Children and Vulnerable Adults Policy, which reflects our commitment to protecting the people with whom we work. All candidates will be expected to comply with this policy and its procedures.

Potential candidates that meet the above requirements are requested to send CV, along with a cover letter mentioning present and expected salary per month to Caritas Bangladesh, by email only to:aedfa@caritasbd.org **on or before** **4:30pm 10th September 2018**. **Please write the position applied for subject line in the e-mail. Employment is subject to funding.**

**(Female candidates are strongly encouraged to apply)**