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| Job Title: | District Manager |
| Location: | Bandarban, Bangladesh |
| Grade | 5 |
| Reporting to: | Project Director (LEAN) |

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**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 is provide coordination support to the Assistant Technical Coordination and District level government and non-government organisations. S/he/they will also ensure M&E at the district and local level.

**Key Duties and Responsibilities**

The District Manager is responsible for planning, developing strategy and implementation of program activities in their assigned District with managerial responsibilities. The position will involve intense travel in operational areas. The duties and responsibilities are as follows:

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| **Overall purpose:**1. Lead and manage the District-level team to implement the LEAN nutrition governance project
2. Oversee progress and monitor programmatic intervention and learning
3. Oversee financial management of the project at the District level to ensure accountability, compliance, value for money and reporting is achieved
4. Support relevant team members in advocacy efforts representing both the project and organisation at national events, workshops and conferences
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| **Tasks and Responsibilities:****Leadership and Management*** Assist in developing the programmatic strategic vision of operational goals and outcomes for the Chittagong Hill Tracts
* Assist in developing program dashboard for the district in line with organization expectations and actual situation of the district
* Develop an annual plan and implement activities as per agreed timelines
* Develop, maintain and review monthly, quarterly, and annual budgets for the district
* Support the District Implementation Unit (DIU) team taking responsibility for programme planning, implementation, monitoring and management at the District level with appropriate authority
* Represent the project to the relevant authorities including regional and district hill council, district administration, line agencies, private sector and other stakeholders as per the demand of the project
* Maintain and establish linkages with organisations engaged in similar programmatic activities

**Monitoring and Learning:*** Monitor progress and provide input where necessary
* Seek assistance from functional experts where required
* Oversee data collection and analysis in relation to programmatic intervention areas ensuring consistency and accuracy
* Develop and share all periodic progress reports in a timely manner to the Project Director (Dhaka level)
* Ensure procurement of goods and services are done as per Action plan
* Assist in establishing indicators, tools and framework for monitoring and evaluation of project activities
* Assist in defining and implementing the key performance indicators as well as monitoring them throughout the duration of the projects

**Financial Management:*** Keep a tab on financial implications, ensure cost effective measures are adopted in program implementation
* Follow the financial manual and adhere to the rules and regulations of UP and funder
* Ensure that the district is staffed as per requirement of the program budget (payroll and volunteers)
* Ensure that finance staff are oriented, inducted and trained to do their job
* Liaise with all stakeholders involved in district operations program
* Liaison with the necessary government bodies for smooth implementation of the program as required.
* Ensure that administrative and financial procedure of project is running smoothly

**Support Partner NGOs (PNGOs) in budgeting and financial management:*** Capacity building of PNGOs (as and when requested by PNGOs) in developing and implementing systems ensuring that the project responds to the need
* Design and implement strategies that increase the capacity of partner NGOs to manage resources, access funds, and monitor the impact of projects
* Review and recommend periodic expenditure and financial reports of the PNGOs
* Review and recommend PNGOs annual budget in consultation with the respective PNGOs
* Arrange internal financial audit and support external audit teams for the PNGOs financial activities

**Networking and Coordination*** Oversee and assist in implementing advocacy and awareness raising initiatives
* Lead and facilitate the District level Technical Advisory Group (TAG)

**Other*** Any additional tasks assigned by the Supervisor that may be within the scope of the position to ensure the effective delivery and development of the project
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| **Job Requirements** |
| **Skills:*** At least 7 years’ related working experience in the same or equivalent position in the field of social development.
* Professional and clear written and oral communication skills both in English and Bangla essential, with a Chittagonian language desirable
* In-depth knowledge on program management, finance and administration, and Monitoring & Evaluation
* Experience within a national or international organization essential with a high standard IEC material, training module and guideline development skills.
* Good command on MS-Office (MS word, Excel, Power Point etc.)
* Strong background in leadership, community engagement and relationship building
* Excellent networking, communication, negotiation and interpersonal skills
* Strong analytical and report-writing skills
* Ability to handle financial issues with relevant concerns
* 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

**Organisational Competencies:**Mandatory * Competencies in gender mainstreaming and do no harm
* Technical understanding of market system development, public and private sector engagement, and livelihoods approaches;
* Exposure to different approaches related to nutrition improvement/governance, knowledge management, HID approaches.
* Experience of liaising with donors, partners and other agencies, contractors, suppliers and government officials
* Good speaker and strong writing skills
* Previous experience in working with large donor projects (like EU, DFID, USAID, SDC) funded programmes/projects
* Good knowledge of planning and implementing rapid assessments and survey methods (incl. M&E)
* Good knowledge of sphere WASH standards and WASH and DNI markets;
* Commitment to beneficiary accountability and humanitarian ethics

Desirable* Demonstrated capability in leading and managing cross cultural teams including diverse sector specialists
* Analytical and strategic planning skills, creative approach to problem solving
* Conflict sensitive project management skills

**Education and Training:**Mandatory* Master degree in any of the following discipline: Nutrition or Agril Science (except agril. Engineering)
* Basic training on VCD and market system development including private sector engagement;
* M4P
* Livelihoods strategies
* Access to finance

Desirable * Degree or other education related to nutrition science and or nutrition governance
* Nutrition
* Sustainable agriculture
* WASH
* Food Security
* Gender Mainstreaming
* Emergency response
* Conflict sensitive project management

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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 the Country Director, Helvetas Swiss Intercooperation, by email only to:recruitmentbd@helvetas.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)**