JOB DESCRIPTION

DEPARTMENT/TEAM **:** **Programme Department**

JOB TITLE **:** **Project Manager**

REPORTS TO **:** **Head of Programmes**

PERSONS REPORTING : This position will act as Head of Sub-office in Cox's Bazar and will be responsible for day to day management of sub-office-based staff including PO Engineer, Finance Officer and Support staff.

SUPERVISORY RESPONSIBILITY

KEY RESPONSIBILITIES:
1. **Project implementation**
2. **Coordination & networking**
3. **Capacity building**
4. **Reporting**
5. **Team management**
6. **Financial management**
7. **Others**

SPECIFIC RESPONSIBILITIES:

Program implementation
1. Lead programme design implementation and financial planning of approved budget as per WaterAid's Guidelines and donor's requirement
2. Monitor progress of team and take corrective measures.
3. Drive, achieve and maintain agreed quality and standard.
4. Ensure provision of comprehensive hardware and software support to the contractors.
5. Coordinate with other teams of WAB to ensure necessary support to the implementation of the project.
6. Approve design and drawing of public sanitation infrastructure, tenders, procurement, and support in construction companies and engineering consulting firms as per delegated authority.
7. Facilitate construction/renovation of public sanitation facilities in Cox's Bazar and follow up activities on operation and management of public sanitation facilities with relevant authorities.
8. Support and supervise the design and construction work implemented by the selected construction contractors.
9. Facilitate knowledge management process for the project in terms of documentation of good practices, learning and cases.
10. Take initiatives in publication of relevant communication documents and develop a dissemination plan.
11. Lead the capacity building initiatives within the public toilet management committees and relevant stakeholders.
12. Develop monitoring tools of the project implementation and demonstrate among the team.

Coordination & networking
1. Maintain networking and partnership with relevant authorities in Cox's Bazar to make the public sanitation facilities sustainable.
2. Represent WaterAid in various meeting/workshops/seminars, meetings with respective partner organizations, donor and other stake holders

Capacity building of Partner Organization
1. Facilitate capacity development of relevant stakeholders involved in the implementation in order to deliver programme outputs effectively
2. Ensure appropriate professional development measures like special training, seminar, conference, exposure visits etc.
3. Facilitate building of institutional capacity.

Reporting
1. Prepare periodic project reports and documents as per requirement of WaterAid, donor and other stakeholders.
2. Prepare monthly, quarterly, six monthly and annual work plan and report.
3. Prepare field visit report and ensure reporting of supervisees.
4. Any other reports and documents as & when required,

Team/staff Management
1. Conduct staff appraisal and periodic review.
2. Guide, coach, mentor, counsel staff.
3. Address conflict resolution, problem solving.
4. Identify training development needs, prepare staff development plan. Implement staff training in coordination with HR.
5. Ensure congenial working environment (secured, gender sensitive, child protection etc).

Financial Management
1. Facilitate preparation, review and approval of partner organizations annual plan and budget.
2. Facilitate fund disbursement process with support of Finance team.
3. Monitor/track budget and expenditure and provide appropriate feedback.
4. Follow up audit findings and recommendations.

Others
1. Coordinate and facilitate all field visits related to this project.
2. Exhibits appropriate communication style when communicating with the whole range of colleagues, partners, communities and stakeholders.

JOB REQUIREMENTS/ PERSONAL PROFILE:

Education: Master or equivalent degree in any discipline preferably in Social Science/ Development Studies or BSc in Engineering (preferably in civil) from any recognized University. Higher academic achievements will be given priority.

Experience:
At least 08 (eight) years job experience in development field with 04 (four) years in programme/ project management.

Knowledge:
- Thorough knowledge of program implementation and development issues
- Understanding of Urban context and impact on WASH and relevant technical, social and institutional issues in country
- Knowledge on public sanitation will be considered as added advantage

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Professional and Technical Skills:
- Ability to establish good relationship and rapport with stakeholders and partners; allure cooperation from other teams and maintain network outside the organization.
- Strong Computer skills on MS Word, MS Excel, MS PowerPoint
- Excellent presentation, communication and report writing skills both in Bengali & English
- Excellent facilitation skills and ability to work under pressure and meet deadlines.

Personal Competencies:
- Good team building spirit and problem solving skills; should be able to draw confidence and support from others.
- Must be a person who is self-motivated with good interpersonal skills and capacity to understand and walk with people from all walks of life.
- Possess personal integrity, flexible attitude, sense of transparency, proactive stance and respect for gender and organizational cultural.
- Competent to make effective decisions, uphold organizational values, promote integrity and advance organizational mission and vision.

KEY CONTACTS/ RELATIONSHIP: Includes but not limited to Country Director, SMT, Members from other Teams including Programme, Advocacy, Finance etc., donors, relevant stake holders and sector actors.

WORKING CONDITIONS: This is a position based in Cox's Bazar. with access to computer, internet, relevant software and telecommunication including mobile phone network. 20-30% time should be dedicated to filed-visits.