**Job Description (JD) of Project Manager**

**Employer** : Bangladesh Youth Enterprise Advice &Help Centre (B’Yeah)

**Designatio**n : Project Manager (PM)

Duration : 1st September, 2021 to 31 July 2022

Project : Accelerating Youth-Led Business in Digital Era

Reported to : Executive Director

Working Base : Dhaka

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| **Main responsibilities** | **Task** |
| **Leadership, Representation and Communication** | * Design and develop detailed project activities and budget according to the YBI approved activity plan by incorporating research findings. * Assist to ED and Chairperson to design and implement project outreach activities and participate in outreach event to identify targeted communities and / or potential recipients for advice, capacity building, technical and financial assistance in relation with youth enterprise development. * Develop new relationships with groups that are potential sources of volunteers and Coordinate Advisory Committee of B’Yeah and YBI as per assignment by the Board. * Perform other tasks assigned by the ED and Board. |
| **Overall management and coordination of projects** | * Design and develop the work plan, review project budget especially in terms of line items, pay follow up and monitoring of the project implementation process for ensuring the utilization of project resources in an effective manner. * Oversee all projects across the project management cycle, working closely with field and central staff to ensure impact, identify areas for improvement and act accordingly. * In collaboration with field and central team members, ensure that project implementation is timely, on target and on budget, through developing strategies to overcome any challenges relating to the success of the project. * Conduct frequent visits to the project sites to support the field teams. * In collaboration with the project staff, oversee the collection and timely reporting of all projects according to donor requirements, ensuring strict compliance with donor contract requirements/reporting deadlines. * Encourage critical reflection, innovation and culture of learning so that project activities are constantly adjusted to better respond to the needs of the affected people. * Maintain liaison with all stakeholders such as banks and financial institutes, Trade bodies, SME Foundation, Govt. and semi-Govt. institutes, trade associations, youth club, training service provider (TSP), relevant NGOs etc. * Keep update Executive Director, PCC and B’Yeah Board, YBI on the project progress, key implementation process and issues need to be addressed. * Attend different types of meetings, workshops organized by B’Yeah and other relevant stakeholders |
| **Capacity Strengthening and HR Management** | * Coach, supervise, and mentor team into a high-energy and high-performance team; communicate clear expectations, set performance objectives, provide regular and timely positive and constructive performance feedback, and provide effective semi-annual performance reviews. * Hold high-quality meetings with each directly managed staff, report on a regular and predictable basis; build development plans including on-the-job learning and providing mentorship on career paths; and promote and monitor staff care, well-being and self-care. * Maintain open and professional relations with team members, nurturing a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions. * Communicate regularly with staff and promote positive conflict resolution among team members. * Manage recruitment, hiring and development of high-performing staff to assume greater levels of responsibility. * Develop and review training manuals, guideline, and tools based on the projects’ lesson learns, best practices and success. * Facilitate training, workshop and interactive sessions with the local elect * Responsible to ensure team members and project participants are appropriately trained, supported and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure |
| **Financial Management** | * In coordination with finance team ensure compliance with donor requirements, develop periodic reforecasting review the monthly financial follow-up reports of the projects budget. * Ensure that the management staff are well trained to properly manage project budgets. * Mitigate risk by collaborating with the Finance team to ensure that projects staff fully understand financial and administrative processes involved in project budget cycles. |
| **Entrepreneurship development, Mentoring and digital marketing** | * Support to establish online market plane and field level B’Yeah digital entrepreneurship development center. * Ensure entrepreneurship and mentoring development and linkage with market and access to finance. * Develop contents and regular update B’Yeah websites with help of IT department * Sound knowledge and skills on Internet browsing, online marketing, ICT equipment’s operating. |