



Project Manager - Role profile

Location	Dhaka	Department	International
Reports to (Job Title)	Programme Manager- Economic Justice	Salary Band	D low
Matrix manager (if applicable)	Click here to enter text.	<u>Competency level</u>	3

Role definition

Role purpose

The role holder will be responsible for managing the *Expanding Civic Space and active CSO participation and strengthened governance system in Bangladesh* project, on behalf of Christian Aid, a project supported by European Union in Bangladesh. There are two implementing partners and a number of CSOs working on the ground. The **Project Manager** will ensure quality program implementation, including providing strategic guidance to the partners and overseeing budget and programme performance management, M&E and relationships with external actors including government authorities and donors. The role will also represent Christian Aid in meetings and networks and will increase the profile and visibility of Christian Aid's work. The role holder will manage the project and support the wider programme team ensuring the integration of the project within the programme.

Key outcomes

- Take the lead in project planning and coordination to ensure timely and quality implementation of all activities
- Provide strategic guidance in unifying approaches between the project partners with different set of expertise and maintain open and effective communication amongst the project partner and team members
- Organise periodic meetings to discuss project progress; record and follow up on the execution of agreed action points
- Lead and coordinate Project Steering Committee, Project Implementation Committee
- Provide managerial direction and guidance in line with the project expected outcomes
- Oversee critical project planning deliverables using results-based management approaches and tools
- With the support of the technical specialist, develop specific strategies for cross-cutting themes (inclusion, accountability, protection, MEAL) for the project
- Oversee day-to-day coordination and delivery of project activities in conjunction with staff and partners
- Manage the budget and undertake modifications, as required
- Ensure CA's Programme Quality Standards are upheld in project implementation
- Produce high quality report as per requirement of European Union and Christian Aid
- Undertake regular field visits to monitor the programme progress and ensure the quality of programmes.
- Oversee that program activities are conducted in a timely and professional manner in line with the work-plan and full coordination with national and local authorities as well as other partners.
- Lead the national level advocacy as per project advocacy



- Represent Christian Aid in networks and other external stakeholders, effectively communicating challenges, successes, and contextual changes throughout the project. Compile portions of the program narrative in coordination with the funding and MEAL unit to share with the donor.
- Facilitate assessments and surveys (baselines and end lines, annual beneficiaries feedback surveys) in association with programme and project team

Role agility

Expected national travel per annum	Up to 75 days	On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.
Expected international travel per annum	No travel	

Surge capacity for emergency responses No

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

Christian Aid has been working in Bangladesh since 1972. We are recognized for our work on emergency response programme, climate change, disaster risk management, gender equality and human rights issues. The Project Manager will be responsible for project and partnership management with quality and standard. The PM will manage the ECSAP project and its partners in line with the agreed log frame and plan. He/she will network and build relationships to enhance Christian Aid’s economic justice programming and contribute to Christian Aid’s overall strategy. The post holder will report to Programme Manager- Economic Justice.

Role requirements

Relationships

External He/she will work closely with project partners and lead the implementation. He/she will establish and maintain a wide network of contacts with partners, networks, stakeholders and different coalitions/sectors/clusters. Represent Christian aid externally when required.

Internal Build strong relationship with the Bangladesh country team. The position will work closely with Christian Aid’s managers, Accountability, Programme Funding, MEAL, safeguarding and other thematic leads and the communications team. He/she will work closely with staff working on economic justice, gender, inclusion and protection. The role will be supported and mentored by Programme Manager – Economic Justice.

Decision making: Required to take lead in providing decisions in relation to the project, **“Promoting gender justice for women workers in the Readymade Garment sector and advocating women’s safety during local commute and public spaces in Bangladesh”** MEAL related work. He/she is



required to establish and strengthen contacts with the existing partners and required to make decisions to ensure partner portfolios are running effectively.

Budgetary/savings responsibility 550,000 Euro annually

Required to take lead in providing decisions in relation to the ECSAP project, he/she will be managing. He/she is required to establish and strengthen contacts with the existing partners and required to make decisions to ensure partner portfolios are running effectively.

Analytical skills

He/she is required to bring a strong strategic focus to Christian Aid's economic justice work in the workplace. The post holder will be required to have strong analytical skills. He/she will have the ability to apply logical thinking and common sense to gather and analyse information, designing and testing solutions. Required to develop new ways of doing things to better meet project goals. Identify the challenges in implementation of the project and suggest workable solutions. Be sensitive to the critical environment in which the programme is being implemented and analyse the impact of any security incident particularly on the programme beneficiaries, Christian aid staff and timely completion of the project..

Developing self and others

Number of Direct reports

One

Overall people management responsibility No

Act as a specialist in his/her professional area of work delivering continuous guidance and support. Required to be a team worker and be pro-active and self-motivated. Able to receive honest and open feedback.

Role related checks

Safeguarding clearance Standard **Counter terrorism screening** Not required

Christian Aid is committed to providing a safe and trusted environment for every person connected to the work we do; and to preventing any type of unwanted behaviour including sexual harassment and exploitation, abuse, and financial misconduct. All staff are required to adhere to Christian Aid's code of conduct and to promote high ethical standards in all that they do to ensure the protection of anyone coming into contact with the Charity.

Person specification

Applied skills/knowledge and expertise

Essential

- At least 8 years of experience in development sector with at least 5 years of experience in a project management position and demonstrated capacity in consortium or large and similar project management
- Solid understanding and experience on on designing and implementing large-scale development projects
- Excellent budget planning and management skills, previous experience on multi-million-dollar grants management is expected
- Previous experience in managing diverse teams to deliver results, including the development of spending plans, procurement plans, and work plans
- Strong verbal communication skills and effective in representation and liaison with external actors
- Knowledge of CSOs, civic space and cross-cutting governance issues expected
- Ability to identify capacity gaps of small CSOs and work with them to address them;



- Excellent facilitation and communication skills with high level government sector, brands and buyers
- Solid understanding of Project Cycle Management.
- Excellent spoken and technical writing ability in English and Bangla, including report writing and editing in both language
- Confident and clear communication skills, with an ability to transmit key messages in a variety of ways, appropriate to different audiences
- Promotes teamwork, comfortable in a multi-cultural environment, flexible and able to handle stress and pressure with professional grace
- Familiarity with European Union’s guidelines strongly preferred

Desirable

- Experience working on projects on labour rights, CSO capacity- building
- Demonstrating/safeguarding ethics and integrity

Digital/IT competencies required

Word, Excel, PowerPoint	Intermediate	Web content design & development	Basic
Internet based collaboration tools and video calling	Advanced	Social Media	Advanced
Data Visualisation	Intermediate		

DATE CREATED

16/05/2023