

# Project Manager

## Role Profile

<b>Location</b>	Teknaf, Cox's Bazar, Bangladesh	<b>Department</b>	International
<b>Reports to (Job Title)</b>	Emergency Coordinator	<b>Salary Band</b>	D mid
<b>Matrix manager (if applicable)</b>	Click here to enter text. <a href="#">Competency level</a> 3		

### Role definition

#### Role purpose

Christian Aid Bangladesh has been granted the Natural Resources Management Project this year under WFP's Resilience programs in Cox's Bazar. To emphasize a localization strategy, Christian Aid is adopting a partnership approach with Gana Unnayan Kendra (GUK) for this project.

The Project Manager is tasked with ensuring the timely execution of project activities in designated camps and host communities, adhering to humanitarian principles and sector guidelines. Responsibilities include data collection, maintenance for regular reporting, and addressing challenges to ensure a swift, effective, and timely response, holding overall responsibility for project achievements and outcomes.

#### Key responsibilities/outcomes

- Responsible for the implementation of Natural Resources Management project under resilience programs through partnership approach in camps and host areas
- Monitor and guide the implementing partner GUK on effective implementation of the project activities and support at every stages as and where needed
- Follow the targets of the project from WFP and coordinate with GUK team for the timely achievement of the targets
- Coordinate and support the GUK team to prepare the contingency plan considering the emergency preparedness and response activities throughout the project tenure
- Support the GUK team to undertake need assessment to the donors and finalize the activities/schemes to be undertaken in the project after approval of RRRRC office
- Ensure the work plan is closely followed up for timely implementation of the project activities.
- Regular financial monitoring of the project to ensure effective utilization of the budget and coordinate and guide GUK to move forward with the same or changed plan.



- Supporting the MEAL team to have a robust monitoring and evaluation operational plan and ensuring of the project activities, it's implementation of monitoring activities.
- Together with the team ensure the project activities in line with the humanitarian standards and sectoral guidelines.
- Regular update the project progress and challenges to the senior management of CA and ensure timely resolving of the challenges. Assist to resolve the challenges of GUK on project implementation and reach out to management where needed
- Effectively communicating with WFP related to the project and provide all required information on time.
- Keep track of all donor compliance requirements and ensure adherence.
- Ensure that adequate staffing is in place for the activities, including an appropriate gender balance within the working group. Ensure all staff are trained on the skills and values required.
- Ensure that the organization's financial, logistics, security and human resources policies and procedures are fully implemented in relation to all project staff.
- To maintain emergency preparedness and response capacity for CA in area of operation in case of influx or other risks/hazards
- Ensure appropriate coordination with all humanitarian partners as well as with national authorities (CiCs, UNOs, DC) and local structures.
- Ensure the establishment/maintenance of appropriate sectoral coordination mechanisms, including working groups at the national and, if necessary, local level
- Any other tasks assigned by line manager

**Role agility**

**Expected national travel per annum** Occasional travel

**Expected international travel per annum** No travel

**On call/unsocial hours** Yes, in event of Christian Aid response to humanitarian emergency.

**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 requirements**

**Relationships**



**External:** Establishes and maintain relationship with WFP and a wide network of external contacts to understand the donors' requirements and to get exposed to creative ideas and opportunities for collaborative work with external partners. Representing CA externally, the role is required to liaise with donors, networks, civil society organizations, partners, and sister agencies in the ACT Alliance. Maintains links to professional networks in the field area.

**Internal:** The post holder will provide technical support to CAID's Rohingya response and will be responsible manage and build for capacity of staffs working in this project. Works closely with staff across CA on humanitarian and resilience issues, in particular staff working on natural resources management and structural mitigation works.

### **Decision making**

#### **Budgetary/savings responsibility TBC**

Required to provide inputs into decisions in relation to WFP funded NRM-Resilience project. Development of strategies in agreement with response and country team to maximize support to the beneficiaries and impact. Implementation of project in an organized and planned manner in order to achieve key milestones as per donor requirements. In coordination with Emergency Coordinator play a key role in ensuring compliance with regards to global humanitarian principles and standards.

### **Analytical skills**

The post holder is responsible for overall implementation of Natural resources Management project in Rohingya Crisis Response and host community areas through partner organization, GUK is expected to work with initiative and innovation under the guidance of the Emergency Coordinator and in consultation with a wide range of country team and humanitarian colleagues and partner organisations. Assess and analyse key issues in humanitarian situations and formulate actions to respond to them. Analyses and exercises judgement in challenging situations in the absence of specific guidance.

### **Developing self and others**

#### **Number of Direct reports**

03 (Approx.)

#### **Overall people management responsibility**

6 to 8 (Approx.)

The post holder is expected to work independently with day-to-day supervision and guidance from Emergency Coordinator and ensure upholding of humanitarian standards and principles by Christian Aid staff and partners. Key skills required are being able to Project Management, influence decisions of colleagues at a range of seniority levels. Monitors security risks and ensures organization protocols are understood and consistently followed by staff. Supports team members and provides direction in the event of a crisis. Enables others to carry out their roles and responsibilities. Inspires others by clearly articulating and demonstrating the values, core purposes and principles that underpin humanitarian work. Manages safety and resilience of self and supporting team.



## Role related checks

Police Check **Basic** Counter terrorism screening **Required**

## Person specification

### Applied skills/knowledge and expertise.

#### Essential

- Significant proven work experience in delivering environmental safeguard and disaster risk reduction projects using Cash for Work modalities with UN/INGO/NGO. Managing a project with at least 50 million BDT that is implemented directly by CFW activities is a strong asset. Direct work exposure in WFP funded projects is desired.
- Experience in participating in CFW project implementation with proven experience in BoQ review and monitoring responsibilities.
- Master's degree in Environmental Science/Natural Resources Management/ Climate Change Adaptation/ Forestry and Environment/ Civil and Environmental Engineering or any other relevant disciplines from a reputed university. Strong research background in environmental restoration, climate change adaptation and resilience, disaster risk reduction is highly required.
- Direct WFP funded Disaster Risk reduction project implementation experience in Teknaf camps is highly desired. A well established communication channel with the sector agencies and government stakeholders can be an asset.
- Extensive project design and proposal development expertise in the humanitarian and development areas.
- Clear understanding on budget planning, budget utilization and quality implementation of the project activities
- Excellent coordination, report writing skills and proficiency in MS Excel, MS Word, MS PowerPoint, ArcGis, SPSS, ODK and other software
- For this position, fluency in English is must (oral and written). Candidates are requested to submit the language proficiency certificate (if available) along with CV in a single attachment.
- At least 4 years of progressive work experience where at least 2 years in large scale International Humanitarian emergencies
- Demonstrated understanding of the phases of humanitarian response including environmental restoration, preparedness and contingency, Disaster Risk Reduction, response, and recovery
- Strong understanding and experience in implementing the Humanitarian Program Cycle.
- Able to demonstrate knowledge, understanding, experience and practice of humanitarian values and principles and able to motivate others to achieve results in



complex situations without much supervision.

- Ability to take into account the needs, skills, capacities and experience of crisis-affected people and apply these in the response.
- Knowledge of Core Humanitarian Standards, Sphere and Red Cross Code of Conduct, and HAP
- Understanding of own role and that of Christian Aid and others within the humanitarian system
- Demonstrate an understanding of coordination mechanisms.

**Other**

- Basic understanding of working in partnership approach
- Knowledge of capacity building tools and techniques
- Good understanding of basic human rights and meeting the needs of the camp population
- Relevant experience, including strategic planning and management of a complex budget.
- Relevant experience of project/programme management
- Ability to foster collaborative, transparent and accountable relationships through partners, including over distance.
- Demonstrated understanding of UN/NGO security coordination and how to fit into it

**Desirable**

- Relevant post graduate degree in Environmental Sciences/ Natural Resources Management/ Climate Change Adaptation/ Forestry and Environmental Sciences/ Civil and Environmental Engineering
- Knowledge of the political, social and economic context of Teknaf areas of Cox's Bazar, Bangladesh and the development issues and challenges it faces

**DATE CREATED**

26/12/2023

