

Job Description

A) Definition of tasks

1. Positioning in the organization

Name of function	Project Manager		
Employment degree	100%		
Contract duration	1 Year Initially		
Location	Field Office, Khulna		
Reporting to	Programme Manager, Climate Change and Sustainable Development (CCSD)		
Supervisor/direct reports	PHE Specialist PHP Specialist Monitoring and Evaluation Officer Finance and Admin Officer	Number of employees	04
Acts as deputy for	Programme Manager, CCSD		
Deputized by	Defined task specific		
Management or collaborator level	Grade 6		

2. Overall goals (numbered A, B, C, D)

A	The water, Sanitation, and Hygiene (WASH) project is steered and effectively managed per the values, policies, and regulations of HELVETAS Bangladesh and in line with the donor's guidance.	40%
B	The partners of the WASH project are well-equipped, coordinated, and supported for quality implementation of the project interventions on the ground.	25%
C	The project team is supervised and managed to fulfill the technical and financial role to the partners and to monitor and evaluate the results on time.	25%
D	The learning from the field is generated and documented to contribute to the Climate Change and Sustainable Development program and is disseminated to the respective stakeholders to influence WASH program.	10%

3. Main tasks per goal

A	<ul style="list-style-type: none"> Develop a clear understanding of the donor's guidance on the WASH program, project budget, water quality testing, and visibility, and ensure proper implementation according to the guidance. Lead the WASH project based on understanding climate change resilience and adaptation context in the southwest coast of Bangladesh. Elaborate the annual plans and budgets for the WASH project as per donor requirements and Helvetas guidelines. Ensure technical and financial resources are planned and mobilized on time both for the team and the partners. Monitor progress according to the project outputs and indicators and take corrective measures where necessary in collaboration with the project team. Ensure timely and sound reporting following HELVETAS and donor's guidelines Ensure transparent financial management and reporting following the financial procedures and compliance of HELVETAS and the donor Regular collaboration with the stakeholders including DPHE at the district and sub-district
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	level, for coordinated project implementation.
B	<ul style="list-style-type: none"> • Ensure partners are equipped with the agreement, annual plans, operational budgets, and required resources to implement the project effectively. • Facilitate the development of a detailed Annual Operational Plan for the partners to be implemented on the ground. • Review and approve the plan and budget proposals from implementing partners, as changes are required based on the field context. • Ensure capacity building of the partners on the donor's guidance on the WASH program, project budget, water quality testing, visibility, and monitoring its implementation. • Ensure, in collaboration with the project team, that the implementing partners have adequate capacity to implement their activities and propose capacity-building activities as required. • Lead and/or facilitate coordination meetings with implementing partners and government line departments at different levels. • Build excellent partner relations with the partners and local government, and ensure smooth collaboration processes. • Ensure a good relationship between the Helvetas team and partners and that technical support is provided effectively.
C	<ul style="list-style-type: none"> • Ensure recruitment and replacement of the project team as per project organogram and following Helvetas human resources policy. • Ensure the project team is well-oriented on Helvetas values, principles, and personnel regulations, and their rights are ensured accordingly. • Lead annual performance objective setting and review the performance as per organization policy and practice. • In-depth analysis of the team's capacity and career development plan and explore the potential scope to support them. • Support the team in developing monthly action plans regarding their respective roles and monitor and support effective implementation. • Ensure the team's finance, logistics, and other resource supports are mobilized on time. • Ensure capacity building of the team members on donors' guidance on the WASH program, project budget, water quality testing, and visibility.
D	<ul style="list-style-type: none"> • Document and share lessons learned and best practices from the field and leads dissemination at different levels, including national and global conferences and workshops. • Work closely with the climate change and sustainable development team to integrate the learning in the CCSD program of Helvetas. • Identify advocacy issues and opportunities to promote further Climate Change resilience and adaptation for the HELVETAS country programme • Identify and participate in opportunities that contribute to the development of knowledge on Climate change resilience and adaptation (workshops, conferences etc), providing expert inputs

B) Competency profile

1. Basic education/studies

Mandatory

- Master's Degree in Social Science/ Development Studies/ Climate Change & Development/ Environmental Science/ Disaster Management/ Economics, and other relevant fields.

2. Professional experience/experience of life

Mandatory

- A minimum of 5 years experience in project management, preferably in the non-profit sector with reputed national and/ or international NGOs.
- A minimum of 3 years experience in people management at national and/ or international organizations.
- A minimum of 1 year of experience in partnership management with local and national NGOs.

Desirable

- Experience in the Water, Sanitation, and Hygiene sector in Bangladesh.
- Experience in the change/ disaster risk management/ environment sector.
- Experience in capacity-building activities.

3. Organizational and methodological competencies

Mandatory

- Understanding of the project management cycle
- Ability to strategically steer a project

<ul style="list-style-type: none"> • Strategic and analytical thinking • Ability to take the lead of diverse teams and work with local partners • Ability to work independently and take initiatives
Optional <ul style="list-style-type: none"> • Ability to influence government and private sector actors for resource mobilization • Competency to capitalize on program learnings and share at a wider level

4. Social and personal competencies

Mandatory <ul style="list-style-type: none"> • Ability to communicate clearly and make presentations to large audiences • Ability to lead participatory decision making • Ability to initiate and facilitate solution-oriented discussion
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5. Languages

Mandatory <ul style="list-style-type: none"> • Fluency in English • Good report-writing skill
Optional <ul style="list-style-type: none"> • Fluent in Bengali • Understanding local language (south-west coast in Bangladesh)

6. IT-skills

Mandatory <ul style="list-style-type: none"> • Skills in operating MS Word, MS PowerPoint, MS-Excel • Skilled in virtual applications
Optional

Signatures:

Position holder:

Signature:

Place/date:

Country Director Bangladesh:

Signature:

Place/date: