

Manusher Jonno Foundation (MJF)

Job Description

Introduction:

Manusher Jonno Foundation (MJF) has been working for promoting human rights and governance in Bangladesh since July 2002 aiming at bringing positive changes in the lives of underprivileged and disadvantaged people. MJF seeks a world of hope, tolerance, and social justice, where poverty has been overcome, and people live with dignity and security. MJF also puts women and girls at the center of MJF's work because we cannot overcome poverty until all people have equal rights and opportunities.

Job Details of Project Manager Position	
Location:	Based in Rangamati district with extensive travels to Bandarban and Khagrachari districts
Internal Grade:	08
Division	Programme
Contract type:	Contractual for Project period
Hours of work:	37.5 hours per week. This is a full-time role
This role reports to:	Project Coordinator
Key relationships/interactions:	<ul style="list-style-type: none">▪ Directors Programme, Finance & Administration, MIS & M&E, Technical Officers and others member of the organization as appropriate.▪ Maintain an overview of team composition and dynamics; assist in team-building and integration process.▪ Support to ensure gender, protection, advocacy & communication.

Job Summary

Project Manager is responsible for supporting the implementation of the PRLC project under the supervision of Project Coordinator of PRLC project. S/he will work closely with the PRLC project team to intervene the project activities and achieving the project's goals and objectives. s/he will manage and support the partner organization in implementing the project activities in coordination with the result based technical staff. S/he will maintain contacts with cross-sections at MJF with extensive field visits at partners working areas. S/he will be responsible for assisting partners in achieving performance, compliance issues, project objectives, and goals, and providing technical and programmatic guidance.

S/he will solely be responsible for documenting and showcasing the learnings, achievements and good practices of the PRLC project. S/he will also assist in producing different reports and promotional materials. Besides, S/he will coordinate observing various national and international days and events as well.

S/he will maintain a collaboration and networking with relevant stakeholders at local and national level, including Chittagong Hill Tracts Regional Council and three Hill District Councils.

Job Purpose:

The Project Manager will responsible for managing partners and ensure implementation of day-to-day project activities under the guidance of Project Coordinator and collaboration with Technical Officers. S/he will assist the project team in implementing project activities, profiling of targeted beneficiaries, developing different guidelines, manuals and modules, facilitating training, organizing events, producing report and documentation, ensuring communication and visibility, regular monitoring of the interventions etc. S/he will support the local partners in implementing project activities at the field.

Responsibilities and Tasks:

Programme Development and Implementation

- Assist Project Coordinator to develop overall project guidance in terms of work plans/budget, MEAL plans and procurement plans, in coordination with relevant technical staff
- Assist the project team for a coordinated and planned implementation, measurement, monitoring and reporting of the projects and other assigned tasks
- Assist in ensuring donor contractual requirements are fulfilled, including by partners and internal regulations, throughout the entire project period
- Assis in tracking budget expenditure against activity implementation, recommending necessary budget line adjustments or budget review to in a timely manner

- Generate and share regular technical and progress reports timely manner as per the requirement for donor, government and MJF
- Explore new and innovative programmes on economic empowerment specially poor and women headed HH
- Responsible for ensuring relevant capacity building support for partners in line with mutually agreed capacity building plans
- Be aware and ensure MJF's commitments to Gender and Diversity, safeguarding and strive to uphold them
- Assist in organising and facilitating issue based consultation meeting/workshops with the partner and non-partner organisations working on resilient livelihood, nutrition and social protection
- Assist managing studies, research and identify gaps of activities of MJF partners organisations have been implementing in line with MJF programme;
- Assist in organizing dialogue with experts on relevant programme issues;
- Assist to identify gaps of the programme and seeking proposals in line with MJF programme.
- Involve with MJF strategic planning process

Partnership Management including Selection

- Support the team in developing selection criteria and grant applications review process;
- Ensure that the due-diligence process to assess potential partners is completed in accordance with MJF policies and principles;
- Carry out assessment visits to potential grantees;
- Support grant development and negotiation prior to the signing of grant agreements with grantees
- Support preparation of documentation for recommendations to MJF management
- Facilitate MoUs and contracts between project participants and service/input providers.
- Work closely with the team members of the programme to ensure flow of relevant information and encourage effective coordination within team members and to develop and plan special/new initiatives or programmes as needed.
- Monitor assigned projects through field visit, analysing quarterly and annual report and regular dialogue with partner organisations, provide feedback to partner organisations and MJF management.
- Provide feedback, recommendations on external evaluation/review reports as required and support partner organisations to include those recommendations in the following phases of the project.
- Assist the partner organisations in documenting their process as well as assist PRLC team to share field level experience with other actors who are working in the field.
- Regular correspondence with partner organizations, review and comments on different requirements.

- Manage the regular monitoring of grant implementation

Capacity Building and technical support

- Assist team in capacity need assessment of partner's staff capacity and plan to improve their capacity as necessary;
- Consult with Capacity Building unit in identifying capacity building needs of partner organisations and organizing training;
- Assist partner organizations in developing different organizational policies;
- Assist the Technical Officers in developing different guidelines and module on Livelihoods, Nutrition, Social Protection and DRR;
- Provide technical support and guidance to the partners collaborating with the technical officers.
- Sharing different successful programme or ideas within team as well as partner organizations

Project Implementation & Monitoring

- With the collaboration of Technical Officer's (Livelihoods, Nutrition, Social Protection), S/he will ensure to implement planned project activities;
- Contribute to ensure that donor contractual requirements are fulfilled by the partners;
- Contribute in managing different studies and research, provide input to baseline survey and evaluation process;
- Support in organising and facilitating issue-based consultation meeting/workshops on resilient livelihood, nutrition and social protection
- Assist Project Coordinator in organizing partners coordination meetings for feedback, interaction, learning and improved planning
- Ensure regular field visit for progress monitoring of the partner organizations
- Identify gaps and provide necessary feedback to the partner organizations
- Ensure the tracking of progress towards achieving objectives and make necessary adjustments
- Prepare and adapt plans as necessary

Partners budget Management:

- Support partners organization in budget planning, monitoring, review and revision processes
- Track budget expenditure of the partner organizations against activity and recommending necessary budget line adjustments or review in a timely manner;
- Approve expenditures in line with the approved budget of partner organizations;

- Ensure effective use and value for money of project funds;

Communication and Visibility:

- Develop communication & visibility plan to ensure donor compliance;
- Support MJF and partner organizations to ensure communication and visibility guideline of donor;
- Identifying and producing the promotional items for the PRLC project
- Maintain relationship with print and electronic media's
- Assist in disseminating the project best practices through social media.

Networking and Linkages:

S/he will assist the Project Coordinator

- To identify organisations have been working on the same issues in the same areas for possible collaboration;
- To promote and encourage an environment of cross learning and dialogue both within the organisation and among partner organisations.
- To maintain linkage with local and national level actors/policy makers and involve in the process of law formation and reformation process in this area
- To establish linkages with organisations and institutions promoting rights of marginalised in Bangladesh and CHT region;
- To promote and encourage, keep abreast of current issues, actors and initiatives on national and international development initiatives in the working area
- To build relationship with Service Providing Institutions for ensuring support for project beneficiaries;
- To maintain linkage with relevant institutions such as Ministry of Chittagong Hill Tracts Affairs, MOHFW, PKSF, UNDP and other stakeholders related to the PRLC project
- To attend different network's meeting, seminar, workshop and contribute to develop action plan and others.

Documentation and Reporting:

- Record-keeping of all the project documents and ensuring that all the information is updated in the files.
- Comply all donor's reporting requirements.
- Assist in developing BCC/ IEC material like, leaflet, handout.
- Review periodic progress report of partner organizations (Quantitative and Qualitative) and provide necessary feedback;
- Assist in producing different event reports;
- Coordinate, compile and drafting the progress report (half yearly and yearly) collaborating with the technical colleagues;

- Produce field visit reports and share findings with respective organizations;
- Documentation of case stories / good practices of the project

Team building:

- Maintain coordination with team members specially technical Officers (Livelihood, Nutrition and Social protection) and assist them to achieve programmatic target;
- Promote healthy and competitive team atmosphere across the team
- Assist management to develop and strengthen capacity of team members
- Assist Project Coordinator to resolve the conflict
- Assist and motivate team members for larger individual and organizational target.

Gender and social inclusion within MJF/project office and partners

- Play key role to integrate, update and assessment of gender issues within MJF;
- Assist partner organizations in developing gender policy for partners;
- Guide and monitor partner organisation to integrate gender issues within organisation and programme

Other

- Perform other duties assigned by the Supervisor and Management.

Required Qualifications:

- Master's degree in Social Sciences or other discipline relating to Livelihoods, Nutrition and resilience, or Bachelor in Agriculture from reputed Universities;
- A minimum of seven to ten (7-10) years of progressively responsible experience in a similar role – specifically in managing Partnership in the Chittagong Hill Tracts area, very strong experience in resilience and livelihoods programming at both strategic and operational levels
- Demonstrated experience in integrating gender and diversity issues into programmes
- Evidence of project cycle management experience, including strategic planning, budgeting, reporting, monitoring & evaluation
- Ability to work with local authorities and rural ethnic communities including traditional and political leadership
- Ability to communicate ideas in a culturally sensitive manner and conducive to their practical application especially in CHT context with an ability to adapt and work within a multicultural, multilingual and multidisciplinary environment
- Demonstrated ability to provide leadership in a highly motivated team
- Experience of implementing Youth, - Gender and Women's Economic Empowerment programs
- Strong skills in networking, representation and building relations with diverse stakeholders

- Experience in building the capacity of the team internally and of external stakeholders
- Ability to assess livelihood assets and their vulnerability to present and future climate impacts
- Experience in the design and implementation of different livelihood measures at community level
- Familiarity with, and up-to-date knowledge on, various international efforts in livelihood diversification to deal with different environmental and climatic stresses including variability
- Working knowledge on Nutrition and Social protection issues will be added as advantage
- Both native /local dialects in the CHT context and excellent written in Bangla English skills
- Working knowledge and experience of in CHT context is desired.
- Knowledge and skill in IT with active presence in social Medias.

Competencies

- A team-player and self-starter, able to work with minimum supervision, with sound judgment
- Ability to establish and maintain effective working relations as a team member, in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity
- Good communication and interpersonal skills and experience in working effectively in a multicultural environment
- Flexibility to make ad-hoc changes as and when the need arises; ability to perform under stress; willingness to keep flexible working hours
- Excellent oral and written communication skills, reporting with ability to express ideas clearly, concisely, and effectively, both orally and in writing.
- Demonstrates integrity by modelling the MJF's core principles, values and ethical standards
- Displays cultural, gender, religion, caste/class nationality and age sensitivity and adaptability

Incumbents Signature : Date:

Supervisor's Signature : Date: