



MANUSHER JONNO FOUNDATION

JOB DESCRIPTION

Position Title: Project Manager

Name of the Project:	Empowering Civil Society for Climate Justice and Environmental Protection, supported by Welt Hunger Hilfe (WHH) and funded by the European Union (EU).
Project duration:	48 months
Job condition:	Based in Dhaka, with frequent field visit to remote working areas, requires extensive travelling with night stay
Reports to:	Program Head
Key Contacts:	Supervise project team, regular communication with the consortium members, MJF accounts, Finance, M&E, MIS, Partner Focal Persons

1. Job Summary

The Project Manager is responsible for overall leadership, coordination and quality delivery of a multi-year project that strengthens CSOs' capacity in community mobilization, watchdog roles on climate change, environmental impact monitoring, and the roles of related local institutions, implications on gender, human rights and policy advocacy. The role ensures that women, ethnic and youth-led CSOs, CBOs and environmental human rights defenders (EHRDs) are capacitated to design locally led climate actions, influence policy and monitor climate-induced human rights implications at local and national levels. S/he will ensure integration of gender justice, rights-based and intersectional approaches across all interventions of the project. The incumbent will adhere to MJF policies and principles to promote Human Rights and Governance within institutions in Bangladesh.

2. Major responsibilities

A. Project Planning and Implementation

- Planning, prioritizing and implementing project activities in accordance with the approved proposal, log-frame and budget.
- Develop an implementation guideline through a participatory process and make all partners and staff understand the implementation processes.
- Coordinate with consortium members and implementing partners to ensure coherent approaches to CSO capacity building, community mobilization and advocacy at local and national levels.
- Participate in related discussions, workshops organized by the consortium members, government and stakeholders.

B. Partnership Management, Capacity Building and Community Engagement



- Design and oversee capacity-building packages for CSOs (mostly women/ethnic and youth-led CSOs) on community mobilisation, gender-inclusive, community-led climate action models, social accountability and environmental Human rights.
- Ensure transparent and compliant management of FSTP/sub-grants, including due diligence, fund disbursement, financial monitoring and support to partners.
- Ensure the quality delivery of training on governance, leadership, organisational development (OD) and resource mobilisation for selected CSOs and CBOs.
- Coaching and mentoring to local partners on how to engage marginalized communities and organize social accountability-based grassroots movements.

C. Advocacy, Policy Engagement and Coalition-Building

- Ensure CSOs and EHRDs receive targeted training on advocacy tools and tactics, with a focus on climate change, environmental degradation, gender equality and social inclusion.
- Facilitate CSOs' active engagement in local and national policy processes (e.g., public hearings, consultations, UPR, thematic forums), ensuring that marginalised voices are reflected in decision-making.
- Support networking and coalition-building among CSOs, women and youth groups, and environmental movements to implement joint advocacy strategies and campaigns.
- Ensure public awareness and sensitisation campaigns on human rights and environmental issues are evidence-based, inclusive and aligned with project objectives.
- Ensure safeguarding, equal rights and do no-harm principle is followed.

D. Monitoring, Supervision, Documentation and Reporting

- Oversee design and use of tools for CSOs and EHRDs to monitor and document human rights implications of maladaptation, environmental degradation and climate change.
- Develop and preserve evidential products, reports, briefs, and case studies on climate-related human rights impacts and use them to inform advocacy as applicable at district, national and, where relevant, international levels.
- Outsource and engage various expert organizations and individuals as required by the project and provide support to the assessment and studies planned by the consortium members.
- Preparation of high-quality reports, success stories and learning products for donor and management, in coordination with MEAL and finance teams.
- Ensure collection, preservation and dissemination of information are done maintaining technical and ethical standard.

3. Required qualifications and experience

- Master's degree in any discipline, preferably Environmental studies, Economic and Social Sciences.
- Minimum 5 years' experience in NGO/INGO project management on climate change, environmental impact assessment, community-led movement and advocacy.
- Deep understanding of Climate Justice, Gender segregated climate change impact, analysis environmental impact assessment, and human rights frameworks.



- Experienced in community mobilization with disadvantaged, vulnerable, ethnic-excluded-oppressed groups and organizations, especially women and youth.
- Experience in managing sub-grants/FSTP, including due diligence, capacity support and compliance, is highly desirable.

4. Skills and competencies

- Ability to manage multiple partners and divers work streams.
- Excellent facilitation, training and mentoring skills for diverse CSOs and grassroots actors.
- Proficient in digital communication, and using social media for knowledge management
- Strong communication, representation, networking and coalition building abilities, including with government, donors and media.
- Fluency in English and Bengali. Good report-writing and documentation skills.
- A commitment to "localization"—the idea that local communities should lead their own development and advocacy.
- Ability to navigate complex political landscapes and build trust with both government officials and grassroots activists.

Employee's Signature: ----- Date: -----

Supervisor's Signature: ----- Date: -----