



This project is co-funded by the European Union

Role:	Field Team Leader, will be recruited by Traidcraft Exchange for “Shifting the power to grassroots communities through strengthening farmer-led CSOs and improving their engagement in the sustainable development process (SWABOL)” project
Purpose:	To manage the field team to ensure smooth and timely implementation of project activities and to provide strategic development input to support delivery of the project objectives.
Reporting to:	Head of Programme
Accountabilities:	<p>S/he will be responsible for coordination of all project activities, as delegated by the Consortium Coordinator (Ex-officio HoP, TX), including:</p> <ul style="list-style-type: none"> • Effectively manage the planning, execution and reporting of project, as agreed with the Consortium Coordinator, including managing partner relationships and project related activities and preparation of project progress, learning and other reports for donors and internal circulation as necessary. • Plan and supervise successful implementation, monitoring and reviewing of Project activities and milestones in consultation and collaboration with the Project Team. • Develop action plan and working budget in line with project documents and overall budgets. • Manage quarterly and annual budget of project, monitor expenditure against delivered and realized outputs. Work closely with Finance and Admin Manager to oversee the proper financial management, recording and reporting in accordance with good practice and Donor requirements. • Provide data on Quarterly/half yearly/annual updates and prepare various project progress (both physical & financial) and other reports for donors and other relevant stakeholders in the prescribed formats. • Check regularly that every deadline is still possible and report any potential delays to the Consortium Coordinator. • Continually seek and act upon opportunities for personal and team development • Attend and contribute to staff meetings and decision-making. • Support Head of Programme in developing M & E tools and periodic reports for donors, consortium partners and other organizations for sharing learning. • Carry out other duties, which may or may not be related to the job, as reasonably requested by management.
You will be:	<ul style="list-style-type: none"> • Someone seeking to develop a values-oriented dimension to your career. With a high level of personal integrity, you will demonstrate an awareness of international development and/or SME development issues; will be passionate about Traidcraft’s mission and will be driven to make a difference to the lives of poor people. • Entrepreneurial and a proactive self-starter, you’ll be able to see opportunities, develop innovative solutions and set and meet personal targets • Enthusiastic with a positive outlook, you’ll be able to work independently with minimal supervision, as a member of a team as well



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	as inspiring and leading others.
You will have:	<ul style="list-style-type: none"> • A post-graduation degree in Agriculture, Business, Economics, Development Studies, International Affairs, Social Sciences or relevant field from reputed educational institution of home and/or abroad. • Significant recent experience with demonstrable experience in managerial position • Applicants must have experience in producers’ organizations ‘institution building and supporting small-enterprise development. • Demonstrable experience in all aspects of project and people management. • Experience in delivering projects in collaboration with partner organizations, including experience of capacity building and supervision of partners. • Experience of working with the Government and Private Sector • Excellent written and verbal communication skills and must be fluent in both English and Bangla. • Good organisational, planning and time management skills while handling varied complex and demanding workloads. • Proficiency in the use of computers, including word, power point, outlook and excel. • Good analytical ability.
Hours:	Full Time (40 Hrs/week) (The position is based in Dhaka, with frequent travel to project locations)
Traidcraft is a Christian response to poverty. We welcome applicants from all faiths or none, but it is important that all staff members understand and sympathise with the Christian vision, ethos and culture of Traidcraft. However, it will be an occupational requirement that a practising Christian is needed for some specified roles. This is not a requirement for this role.	