



**Position: Project Coordinator– Empowering Girls through Education (EGE)
Contractual (Project based)**

Company/Organization: Campaign for Popular Education (CAMPE)

ROLE PURPOSE: Project Coordinator (PC) will be responsible for overall coordination, implementation and management of the program activities for CAMPE in the selected working areas of EGE project. PC will support to build staff capacity, will monitor and supervise staffs and will ensure program visibility, networking with government's relevant departments, central level policy makers and advocate for the objectives of EGE project considering child protection issues. S/he will maintain smooth coordination with local level stakeholders, including sensitizing selected schools to support the intervention schools in ICT education, and national media. PC is also responsible for developing an effective team at the central level to ensure adequate support to the upazila level teams of implementing partner in a coordinated way for advocacy of EGE project. S/he will be working as per the guidance of his direct supervisor and also Project Director- EGE, SCI.

Key areas of Accountability:

Key Area 1: Program Management and Coordination:

- In close collaboration with EGE central team, Project Coordinator will play a lead role in developing Detailed Communication and Advocacy Plan for each year and update quarterly.
- Ensure timely implementation of advocacy related activities outlined in the program plan and communication plan for EGE project in an efficient manner.
- Prepare financial forecasting, planning and reports of the project
- Ensure financial and resource management of the project efficiently at central level
- Supervise and maintain coordination with Technical officers and Monitoring Officer for ensuring supportive advocacy program management and overseeing the work at different level.
- Maintain liaison with relevant government officials, local government representative's teachers and other stakeholders.
- Coordinate development of team's monthly work plan and annual training calendar.
- Conduct monthly coordination meeting at which program progress is reviewed
- Support in school selection in urban areas and ensure formation of girls group to establish liaison with the targeted intervention schools.
- Ensure organizing different training, workshop and meetings at central level with relevant different government organizations, policy makers, likeminded NGOs, national media etc.
- Ensure all kinds of project documentation in an efficient manner.
- Work closely with implementing partner of the project.

- Carry out all activities in accordance with own Organization and SCI Policies, strategies and organizational values.
- Central Office based with field visit

Key Area 2: Human Resources Management:

- Build and nurture effective teamwork in the central Office that is conducive to staff retention and support Technical Officers and Monitoring Officers, and
- Assist staff recruitment process at central level. Ensure all EGE staff comprehend and effectively pursue the goal, objectives and results of the program.
- Identify and effectively resolve staff issues to ensure less negative impact on program/beneficiaries.
- Ensure supervision and conduct and oversee annual staff performance appraisal for all project staff.
- Assess needs and provide staff with skill development opportunities for ensuring maximum contribution toward achieving program goal and objectives.
- Provide on the job training, coaching, counseling and mentoring to the staff as appropriate.
- Initiate appropriate disciplinary measures to the concerned staff as and when required in consultation with program and HR.
- Attend and facilitate different capacity building activities, trainings and workshops.

Key Area 3: Administration and Finance:

- Coordinate review of budget in line with rules and guidelines.
- Ensure budget forecasting and expenditure trend analysis.
- Monitor expenditures (monthly, quarterly) and take measures where variances are high.
- Support procurement of regular items and other day to day usable materials for FO.
- Coordinate with Administration to procure bulk items as and when required
- Assist in arranging procurement Committee meetings in whenever needed in accordance with procurement system and rules.
- Ensure financial management and reporting standards and oversee the work at different levels.
- Managing staff time and support periodical audit.
- Ensure quality implementation of project activities with maintaining compliances issues and value for money.

Key Area 4: Advocacy, Networking and Communication:

- Maintain liaison with GoB/NGO/LGI officials, local elite and other key formal and informal leaders in the area.

- Advocacy at central level for ensuring continuation of girl's education, reducing child marriage and ensuring child protection in schools and community
- Develop network with the civil society, NGOs and INGOs working at the community
- Attend meetings in Dhaka and elsewhere and report back to the respective team to ensure them updated on pertinent information and general developments.

Key Area 5: Supervision, Monitoring and Reporting

- Ensure timely production of all program reports from technical team.
- Develop periodical narrative reports for SCI and other program reports as needed and ensure that these reports are properly reviewed and disseminated
- Disseminate new information, lessons learnt, government's new policies and programs etc. to the appropriate forums when needed.

Key Area 6: General:

- Prepare for and coordinate visits by central team, technical team and management staff, consultants and other visitors
- Any other tasks related to the program assigned by the Supervisor.

Key Area 7: Teamwork

- Active participation in team planning and other meetings.
- Support team to work in a coordinated ways and take initiatives of team building activities

Educational Requirements:

- Masters in any discipline preferably in education, social science or any relevant field from reputed university.
- No 3rd class/division will be considered for the position

Experience Requirements: 6 years

The applicants should have experience in the following business area(s):

Development Agencies, NGOs

Additional Job Requirements:

Age:

- Age below or equal to 40 years
- Age may be relaxed in case of highly experienced candidates

Experience:

- 6 years (at least 3 years in development program management/ project coordination, education preferred)
- Experience in working with Government Officials/local government
- Experience in implementing Girls Education program/Primary Education program/activities.
- Experience in managing educational/ICT focused projects.

Skills:

- Strong ability in problem solving and decision-making
- Planning, budgeting, and financial management skills
- Team building, HR management skills
- Strong ability on dealing with beneficiaries, community, local elites and government officials
- Skilled in documentation, facilitation, presentation & reporting
- Motorcycle driving skills with valid driving license.
- Excellent skills using commonly used software MS Word (Bangla and English typing), MS Excel, Power point, internet and email communication
- Excellent communications skills in Bangla and good in English
- Networking

Attitude:

- To work in a team and able to work under pressure.
- To be non-discriminatory and gender sensitive.
- To work with grassroots level target beneficiaries.
- To be open, transparent, accountable and positive.
- To be loyal to the SCs and DAM's guiding values and principles.
- To protect children in connection.

Knowledge:

- Basic knowledge in education situation, ICT in education, Girls issues in education in Bangladesh.
- Knowledge of program implementation, management and coordination
- Knowledge of community mobilization and social issues

Salary Range: Negotiable

Other Benefits: Other benefits may be admissible as per rules of the organization and project budget.

Job Level: Mid-Level Job.

Job Location: Dhaka

Apply to hr@campebd.org

or

Candidates are requested to send their CV (not more than 4 pages with two reference) and one page motivational letter or The Advertiser at 5/14 Humayun Road, Mohammadpur, Dhaka-1207.

Please mention the **name of the position** in subject line within stipulated date and time.

Application Deadline: Wednesday 31 July 2019

Company Information

Campaign for Popular Education (CAMPE)

Address: 5/14 Humayun Road, Mohammadpur, Dhaka-1207

E-Mail: info@campebd.org

Web: www.campebd.org

Business: CAMPE is a national coalition of nearly a thousand NGOs, teacher groups, researchers and human rights activists working for achieving the Sustainable Development Goals (SDGs) particularly SDG4 in Bangladesh.