

Organization	Islamic Relief Bangladesh
Head Office Address	Bangladesh Country Office: House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, islamicrelief.org.bd
Vacancy Title	Project Coordinator
Number of Vacancies	1
Gender	Male/Female
Working Place	Dhaka (Kamrangirchar)
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Reporting Line Management	Programme Manager
Programme	Orphan, Child Rights & Protections
Project	Skills Development and Comprehensive Action for Hazardous Child Labour Elimination (SCALE)" in Kamrangirchar, Dhaka.
Project Duration	31 January 2028
Employment Status	Full time
Contract Duration	Initially for three months, upon review & Satisfaction, budget & project availability, it will be extended from time to time at the rate of the year.
Monthly Salary	Grade-6, Step-1
Benefits & Allowances	Mobile bill, Tour allowance/ Per-diem, Provident Fund, two weekly holidays, Insurance Coverage (IPD, OPD, Life, DB, CIB), Festival bonus, long service awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity) and gratuity, etc.
Job Context	Within its strategic priorities, the Orphans, Child Rights & Protection (OCRP) Programme plays a vital role in promoting and protecting child rights, especially among marginalized and at-risk populations, in alignment with national and international commitments, policies, and standards. The OCRP program aims to contribute to create a protective environment through prevention and response to abuse, neglect, exploitation, and violence against children with the alignment of with communities, local authorities, development partners, government entities and other stakeholders to strengthen child protection systems in Bangladesh. As part of its continued commitment to child protection, IRB is implementing the project titled "Skills Development and Comprehensive Action for Hazardous Child Labour Elimination (SCALE)" in, Dhaka. This project aims to significantly reduce hazardous child labour and exploitation in both formal and informal sectors by enhancing access to formal education and providing diversified skill development and Technical and Vocational Education and Training (TVET) opportunities for children aged 08-17 and their families. The Project Coordinator will work closely with the Program Coordinator to ensure the effective implementation of project activities. The Project Coordinator is responsible for overseeing the planning, implementation, monitoring, and reporting of field-level activities under the project. The role ensures the enrolment of child labourer in the formal school, skill development training and job reintegration Kamrangirchar interventions and team building. The position requires strong collaboration and networking skills to engage with multiple stakeholders, including government institutions (MoLE, DIFE, DPE, UPEO), TVET institutions, industries, and community-based actors. The position will direct implementation of the project and supervise five team members. The coordinator will lead the day-to-day management of project operations and serve as the focal point for stakeholder engagement at the field level

Organization History:

Islamic Relief Worldwide (IRW) - founded in 1984 and based in Birmingham, UK - is an independent humanitarian and development organization. It supports the world's most vulnerable people in their fight against poverty & suffering regardless of race, political affiliation, gender, or belief, and without expecting anything in return. It is a signatory to the Code of Conduct for the International Red Cross and Red Crescent Movement.

IRW has a presence in 45 countries across the globe. Some funds of the organization come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNDP, and ECHO.

Islamic Relief (IR) started working in Bangladesh in 1991 to help the distressed survivors of the devastating cyclone by providing emergency relief and supporting communities to rebuild in the wake of that cyclone. Initially, it focused on emergency relief & disaster preparedness activities. Later on, it expanded its programs on both humanitarian and development challenges. Now it works in an integrated manner combining emergency humanitarian assistance, short-term work opportunities, shelter support, awareness & training on different DRR, climate change, development, health & hygiene and social issues, cash grants, IGA means, health & nutrition, safe water & sanitation, education, advocacy and linkage with different service providers. As a registered charity, IR is open and transparent; it continually assesses its work and operational methods to improve impact and effectiveness. Islamic Relief values and commitment to safeguarding: IRB is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation, abuse, lack of integrity, and financial misconduct; and committed to promoting the welfare of children, young people, adults, and beneficiaries with whom IRB engages. IRB expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records checks. IRW also participates in the Inter-Agency Misconduct Disclosure Scheme.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Main Duties & Responsibilities:

Objective	Activities	Working Ratio (%)
Implementation & Project Management	• The position of Project Coordinator (In charge of the Project) is the leading position of the project. S/He will be overall management and implementation of the project. • Maintain effective coordination among stakeholders and leading the project team. • Keep up-to-date knowledge of labor market trends, job search strategies, and employment laws and regulations. • Develop the Detailed Implementation Plans (DIPs) and executing project activities according to these plans. • Ensure timely implementation of training sessions, apprenticeships, and skill development initiatives. • Track and evaluate project performance against set goals and outcomes using both quantitative and qualitative metrics. • Facilitate partnerships with TVET institutions, industry partners, and local communities to support apprenticeships and employment opportunities. • Guide the project team in organizing training sessions across various TVET categories. • Supervise community consultations, rights-holder selection, and TVET trade activities. • Establish mechanisms for cash grant distribution to support Income-Generating Activities (IGAs). • Develop awareness materials focused on preventing child labor and promoting child rights. • Support the team in conducting market feasibility studies on TVET and IGAs, assessing needs, and identifying marketable skills.	50%
Monitoring & Evaluation and Knowledge Management	• Monitor the progress of project outcomes, challenges and risks • Frequent the field visit and collect information of stakeholders about the project output. • Develop and maintain a database of job placement results and employer partnerships. • Ensure accurate and timely documentation of field activities, including beneficiary tracking and collection of success stories. • Conduct Post-Distribution Monitoring (PDM) surveys for cash grants, start-up kits, and other cash support provided for Income-Generating Activities (IGAs). • Prepare and submit regular progress reports to program leadership and donors. • Regular GPMS updates, in baseline survey, endline survey	15%
Advocacy, Networking and coordination	• Maintain regular communication and collaboration with relevant government departments, including MoLE, BNFE, NSDA, DIFE, DPE, and UPEO. • Liaise and coordinate with technical training institutes, local industries and factories, NGOs, community leaders, and employers to job replacement and strengthen project implementation. • Coordinate and conduct meetings and workshops with industries, employers, and informal sector actors to build partnerships for safe and age-appropriate job placements. • Organize roundtable discussions with relevant stakeholders to advocate the elimination of child labor. • Facilitate meetings with BNFE, DIFE, business associations, and employer groups to promote collaborative action and compliance with child protection standards	10%
Communication Reporting and documentation	• Prepare high-quality reports, including monthly, quarterly, annual, interim, and final reports, covering all aspects of the project. • Ensure proper documentation and record-keeping of project events and activities. • Maintain regular communication with field management and ensure timely delivery of qualitative and quantitative reports. • Prepare successful case stories in accordance with donor requirements. • Ensure compliance with all organizational manuals, policies, and procedures for the project team, maintaining proper practices and records. • Coordinate and communicate with project stakeholders, including government organizations, NGOs, factories, industries, and technical training institutes.	10%

	- Perform any other tasks assigned by program management related to project activities and organizational development. - Document success stories, lessons learned, and best practices to inform future programming.	
Staff Management & Capacity Building	- Provide leadership and direction to the project team through proactive engagement, coordination, and guidance. - Support team members on issues related to child labor risks, job replacement, reintegration processes, and case management practices. - Ensure all staff adhere to safeguarding principles, child protection policies, and ethical standards in interactions with children and families. - Monitor and review team performance, provide constructive feedback, set improvement goals, and make decisions regarding underperformance when necessary. - Assess staff training needs, organize training sessions, provide mentoring, and facilitate experience-sharing among team members. - Build team capacity in conflict management and problem-solving through supportive supervision. - Ensure team members have appropriate workloads and work efficiently to achieve project objectives.	5%
Financial Management	- Prepare field-level budgets, activity-based budget planning for project interventions. - Maintain proper documentation and verification of expenditures related to training, community engagement, beneficiary support, and job placement activities. - Prepare procurement processes at the field level by preparing requisitions, ensuring compliance with organizational policies, and coordinating with logistics and finance teams.	5%
Others	- Ensure and uphold safeguarding principles, child protection policies, and ethical standards in all interactions with children, families, and project participants. - Promote teamwork, accountability, and continuous learning among the field team through regular reflection meetings, learning sessions, and coaching. - Actively participate in seasonal program implementations, including winterization, Qurbani, and Ramadan initiatives. - Maintain accurate and up-to-date stock registers, inventory, and other essential records efficiently. - Take proactive measures to ensure the security and safety of project staff and participants during interventions. - Protect project operations from harm, abuse, exploitation, fraud, money laundering, and bribery, taking appropriate actions in alignment with safeguarding and ethical standards.	5%
	Total	100%

Person Specification:

Essential:

Academic Qualification:

- Master's in development studies or social work or social Welfare or Sociology or Anthropology or Economics or Public Administration or Education or Management or Human Resource Management or International Relations or Psychology or any other relevant discipline from a recognized university.

Experience:

Minimum 08 years working experience in:

- Child rights, child labor, protection
- Employers' engagement/ stakeholder engagement
- Mapping & collaboration
- Skill development
- Advocacy & Networking
- Technical & vocational education

Core Competencies

- Strong skills in Project Implementation, Project Management, Reporting & Documentation
- Strong skills in social/community mobilization, facilitation, coordination, networking and communication.
- Strong abilities in activity management and financial management.

- Demonstrated teamwork and collaboration skills.
- Positive attitude and willingness to collaborate effectively within teams.
- Ability to work under pressure & manage workload effectively.
- Commitment to the organization's vision and mission.
- Commitment to IR Values: Sincerity, Excellence, Social Justice, Custodianship, and Compassion.
- Demonstrates a high level of integrity and professionalism.
- Skill in planning, analytical/strategic management
- Skill in problem-solving, conflict resolution, decision making
- Knowledge of personal health, safety, and security.
- Excellent in leadership
- Ability to work under pressure and manage workload effectively
- Committed to self-development (continuous learning and quality improvement); displays self-confidence and self-motivation.
- Excellent interpersonal and behavioural skills.
- Willingness to adapt to IR's norms and values.

Technical & IT Skills

- Proficiency in Microsoft Word, Excel /PowerPoint/Basic Internet etc.

Language Requirements

- Strong proficiency in reading, writing, speaking and listening in English and Bengali.

Other Requirements

- Willingness to travel frequently and work in Bangladesh's most remote areas.

APPLY INSTRUCTION:

If you believe your qualifications, exposure, and experience match our requirements, and you are dedicated to upholding the values and principles of Islamic Relief, please apply through BDJOBS on or before the closing date. Only shortlisted candidates will be contacted for further selection.

EQUAL OPPORTUNITIES:

Islamic Relief Bangladesh considers diversity in the workplace and is a committed equal opportunity employer. We encourage applications from all suitable candidates regardless of race, family/marital status, gender, ethnicity, disability, class, caste, or religion.