



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 Manager
Number of Vacancies	Not Specific
Working Place	Sunamganj/Cox's Bazar/Kurigram
Program Name	Humanitarian & Resilience Programme
Nature of Role, Nationality	Project Staff, Bangladeshi National.
Employment Status	Full time
Contract Duration	Initially for six months, upon review & Satisfaction, it will be extended.
Monthly Salary	BDT 95445/=
Benefits & Allowances	Mobile bill, Tour allowance/Per-diem, Provident fund, Weekly holidays, Insurance coverage (IPD, OPD, Life, DB, CIB), Festival Bonus, Long Service Awards, Leave (Annual, Casual, Sick, TOIL/CTO, Maternity, Paternity, and R&R) and Gratuity, etc.
Job Context	Islamic Relief Bangladesh (IRB) is dedicated to delivering effective humanitarian assistance and building resilience in vulnerable communities. Situated in a disaster-prone region, Bangladesh frequently experiences natural calamities such as floods, cyclones which disproportionately affect marginalized populations. The Humanitarian and Resilience Department of IRB is a foundation of the organization's efforts, providing life-saving support during emergencies and fostering sustainable recovery and disaster risk reduction (DRR). Each year, IRB responds to multiple emergencies, reaching with critical aid. The department operates with a holistic approach, focusing not only on immediate relief but also on long-term resilience-building, committed to alleviating suffering and enabling sustainable development across Bangladesh.
Age	Maximum (At Most) 55 years (As per National ID Card/Birth Certificates)

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, without expecting anything in return. It is a signatory to the International Red Cross and Red Crescent Movement Code of Conduct.

IRW has a presence in 45 countries across the globe. Some organization funds come from individual donations and others from institutional donors such as the DFID, EU, SIDA, CIDA/IDRF, Forum Syd, WFP, UNICEF, 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 after 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 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 prioritize 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 & Time Ratio (%)
<p>Project Implementation</p>	<ul style="list-style-type: none"> • Ensure the effective implementation of the Humanitarian projects in alignment with Islamic Relief Bangladesh and donor requirements. • Oversee all preparatory activities, including office setup, participatory planning, site selection, and beneficiary selection, to ensure smooth project initiation. • Lead and motivate the project team, providing strategic direction and oversight to maintain a high-performing team environment. • Identify linkages between the project and related initiatives to optimize resource utilization and enhance project impact. • Develop project implementation guidelines and formulate the Project Implementation Plan (PIP), considering the project proposal and local context. • Ensure strict compliance with donor rules and regulations, overseeing budget management, expenditure analysis, and reporting to maintain transparency and accountability. • Organize and facilitate project inception and exit meetings with stakeholders at different levels (District, Upazila, Union) to ensure organized communication and collaboration. • Ensure the installation of water wells and sanitary latrines at the community level through effective contractor management, adhering to project standards and timelines. • Guarantee food security among targeted families through agricultural support and cash-for-work activities, ensuring sustainable livelihoods and resilience. • Ensure the sustainability of water wells through caretaker training and the distribution of toolboxes, empowering communities to manage and maintain essential water resources effectively. • Maintain adherence to financial and logistics management standards to uphold accountability and transparency throughout project operations. • Provide support to program staff in utilizing project management tools for planning, review, and resource utilization, fostering efficiency and effectiveness. • Ensure program quality and impact, addressing gender inequities, and adhering to Islamic Relief Bangladesh policies to deliver sustainable and impactful humanitarian assistance. 	<p>40%</p>
<p>Capacity Building Initiatives</p>	<ul style="list-style-type: none"> • Facilitate project orientation sessions for newly onboarded project staff members. • Develop and deliver training sessions on humanitarian topics including Food Security and Livelihoods (FSL), Water, Sanitation, and Hygiene (WASH), shelter management, and protection. • Provide personalized coaching sessions to staff members to deepen their understanding of project goals and objectives. • Ensure project participants are educated and empowered in various aspects of homestead agriculture and hygiene practices, including irrigation techniques, harvesting methods, post-harvest management, and utilizing weather information for agricultural productivity. 	<p>20%</p>

	<ul style="list-style-type: none"> • Conduct caretaker training sessions for WASH project participants to promote the long-term sustainability of water wells and WASH interventions. • Train and equip Union WATSAN committees to effectively manage water and sanitation initiatives at the community level. 	
Monitoring, Evaluation, Reporting, and Documentation	<ul style="list-style-type: none"> • Monitor project activities effectively, preparing monthly work plans and ensuring their implementation. • Regularly follow up on project activities, financial status, and progress. • Address crucial project-related problems forwarded by field staff promptly. • Prepare and submit monthly, quarterly, and final reports as per program and project requirements. • Provide progress reports to the country office and update financial reports as necessary. • Meet various reporting deadlines and maintain proper documentation, adhering to IR guidelines. 	20%
Coordination, CFM and Advocacy	<ul style="list-style-type: none"> • Organize project inception meetings at different levels and liaise with partners, government representatives, donor agencies, and NGOs for smooth project implementation. • Participate in meetings with upazila and district administration, ensuring transparent coordination and regular information-sharing. • Coordinate with other IRB staff, attend program review meetings, and organize lesson-learning workshops for organizational development. • Arrange project exit meetings at community and LGI levels and collect successful project completion letters from relevant authorities... • Ensure the functionality of CRM throughout the project stages, providing continuous orientation to staff. • Maintain complaint logs and registers at the project office level and ensure project visibility at various stages and levels. 	15%
Other Requirements	<ul style="list-style-type: none"> • Actively participate in and engage with seasonal programs such as Ramadan, Qurbani, Winterization, etc., ensuring smooth implementation of related activities. • Ensure that local purchases and expenditures are conducted in accordance with Islamic Relief Bangladesh policies and procedures. • Maintain stock books, inventories, and other essential registers accurately and in a timely manner to facilitate efficient project operations. • Assist in the procurement process for materials, including requisition and follow-up, to ensure timely acquisition and delivery of necessary resources. • Take proactive initiatives to ensure the security of project staff and participants during project interventions, prioritizing safety at all times. • Facilitate donor and external visits, ensuring that visitor recommendations are addressed promptly and effectively. • Demonstrate willingness and ability to travel frequently for extended periods, including to remote project areas, as required by project needs. • Perform any other duties as assigned by the Supervisor, contributing to the overall success of project implementation. 	5%



	Total	100%
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Person Specification:

The post holder must show a good understanding and sympathy with the Islamic values and principles and commitment to Islamic Relief World wide's vision and mission.

Essential:

Knowledge, Skill & Qualification:

- Master's Degree in Disaster Management, Social Sciences, Development Studies, Public Health, or relevant discipline.
- Minimum 8 Years of NGO Experience in national & international especially on Food Security and Livelihood, WASH, Shelter and Emergency Humanitarian Response related project will be considered as an added advantage
- Experience in Project management.
- Previous managerial or supervisory experience.
- Excellent facilitation skills (facilitation of training, awareness sessions, communication with the community).
- Knowledge of humanitarian aid project management tools (project cycle, etc)
- Capacity to manage teams, while strengthening their competencies and autonomy.
- Proficient in negotiation, teamwork, report writing, community mobilization, and problem-solving skills.
- Good planning and organizational skills.
- Strong adaptability and excellent comprehension abilities.
- Adherence to Humanitarian Principles.
- Forward-planning and decision-making
- General Knowledge on FSL, WASH, Health, GBV infrastructure Maintenance.
- Excellent Reading/Writing/Speaking/Listening-English and Bengali. English language skills mandatory.
- Proven Expertise in Microsoft Word/ Excel/PowerPoint/ Basic Internet/ etc.
- Have a valid driving license for motor bike and willing to travel and work in the most remote areas of Bangladesh

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 (**February 18, 2025**). 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, ethnicity, disability, class, caste, or religion.**