



Vacancy Title	<b>Project Manager</b>		
Number of Vacancy	1		
Working Place	District Name	Name of City/PS/Upazilla	Name of Area/Union/Ward
	Jamalpur	Islampur	

**Main Duties & Responsibilities:**

Objective	Activities	Working & Time Ratio (%)
Project Implementation	<ul style="list-style-type: none"> <li>Ensure the effective implementation of the SIDA-funded Humanitarian project in alignment with Islamic Relief Bangladesh and donor requirements.</li> <li>Oversee all preparatory activities, including office setup, participatory planning, site selection, and beneficiary selection, to ensure smooth project initiation.</li> <li>Lead and motivate the project team, providing strategic direction and oversight to maintain a high-performing team environment.</li> <li>Identify linkages between the project and related initiatives to optimize resource utilization and enhance project impact.</li> <li>Develop project implementation guidelines and formulate the Project Implementation Plan (PIP), considering the project proposal and local context.</li> <li>Ensure strict compliance with donor rules and regulations, overseeing budget management, expenditure analysis, and reporting to maintain transparency and accountability.</li> <li>Organize and facilitate project inception and exit meetings with stakeholders at different levels (District, Upazila, Union) to ensure organized communication and collaboration.</li> <li>Ensure the installation of water wells and sanitary latrines at the community level through effective contractor management, adhering to project standards and timelines.</li> <li>Guarantee food security among targeted families through agricultural support and cash-for-work activities, ensuring sustainable livelihoods and resilience.</li> <li>Ensure the sustainability of water wells through caretaker training and the distribution of toolboxes, empowering communities to manage and maintain essential water resources effectively.</li> <li>Maintain adherence to financial and logistics management standards to uphold accountability and transparency throughout project operations.</li> <li>Provide support to program staff in utilizing project management tools for planning, review, and resource utilization, fostering efficiency and effectiveness.</li> <li>Ensure program quality and impact, addressing gender inequities, and adhering to Islamic Relief Bangladesh policies to deliver sustainable and impactful humanitarian assistance</li> </ul>	40%
Capacity Building Initiatives	<ul style="list-style-type: none"> <li>Facilitate project orientation sessions for newly onboarded project staff members.</li> <li>Develop and deliver training sessions on humanitarian topics including Food Security and Livelihoods (FSL), Water, Sanitation, and Hygiene (WASH), shelter management, and protection.</li> <li>Provide personalized coaching sessions to staff members to deepen their understanding of project goals and objectives.</li> <li>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.</li> <li>Conduct caretaker training sessions for WASH project participants to</li> </ul>	20%



	<p>promote the long-term sustainability of water wells and WASH interventions.</p> <ul style="list-style-type: none"> <li>• Train and equip Union WATSAN committees to effectively manage water and sanitation initiatives at the community level.</li> </ul>	
Monitoring, Evaluation, Reporting, and Documentation	<ul style="list-style-type: none"> <li>• Monitor project activities effectively, preparing monthly work plans and ensuring their implementation.</li> <li>• Regularly follow up on project activities, financial status, and progress.</li> <li>• Address crucial project-related problems forwarded by field staff promptly.</li> <li>• Prepare and submit monthly, quarterly, and final reports as per program and project requirements.</li> <li>• Provide progress reports to the country office and update financial reports as necessary.</li> <li>• Meet various reporting deadlines and maintain proper documentation, adhering to IR guidelines.</li> </ul>	15%
Coordination, CFM and Advocacy	<ul style="list-style-type: none"> <li>• Organize project inception meetings at different levels and liaise with partners, government representatives, donor agencies, and NGOs for smooth project implementation.</li> <li>• Participate in meetings with upazila and district administration, ensuring transparent coordination and regular information-sharing.</li> <li>• Coordinate with other IRB staff, attend program review meetings, and organize lesson-learning workshops for organizational development.</li> <li>• Arrange project exit meetings at community and LGI levels and collect successful project completion letters from relevant authorities...</li> <li>• Ensure the functionality of CRM throughout the project stages, providing continuous orientation to staff.</li> <li>• Maintain complaint logs and registers at the project office level and ensure project visibility at various stages and levels.</li> </ul>	20%
Other Requirements	<ul style="list-style-type: none"> <li>• Participate &amp; involved with seasonal programs (Ramadan, Qurbani, Winterization, etc.) activities;</li> <li>• Take initiatives to ensure the security of project staff and participants during the intervention;</li> <li>• Support in the procurement of materials like requisition, follow-up etc.</li> <li>• Facilitate donor/external visits and ensure that recommendations of visitors are addressed.</li> <li>• Ensure CFRM in the project area and office.</li> <li>• Willing and able to travel frequently for extended periods and to remote areas of the projects.</li> <li>• Ensure the safety of team members from any harm, abuse, neglect, harassment, and exploitation to achieve the program's goals on safeguarding implementation and as well as Act as a key source of support, guidance, and expertise on safeguarding for establishing a safe working environment.</li> <li>• Being a member of Islamic Relief as a child-friendly organization, it is the core responsibility and obligation of each staff member to understand and obey the IR Child Protection &amp; PSEA Policy and respond accordingly as and when required.</li> <li>• Perform any other duties assigned by the Supervisor.</li> </ul>	5%
	Total	100%



**Person Specification:**

Academic Qualification:		
Degree Name		Subject
Masters		Disaster Management, Social Sciences, Development Studies, Public Health, or relevant discipline.
Sectoral Experiences	Minimum Years	08
	Sector	<p>Experience in working in</p> <ul style="list-style-type: none"> <li>• Previous managerial or supervisory experience</li> <li>• Project management</li> <li>• NGO Experience in national &amp; international especially on Food Security and Livelihood, WASH, Shelter and Emergency Humanitarian Response related project will be considered as an added advantage</li> </ul>

Competency Framework (Skill)		
Competency Name	Essential	Desirable
<b>General:</b>		
Excellent facilitation skills (facilitation of training, awareness sessions, communication with the community).	√	
Knowledge of humanitarian aid project management tools (project cycle, etc.)	√	
Good planning and organizational skills	√	
Adaptability and comprehension	√	
Capacity to manage teams, while strengthening their competencies and autonomy.	√	
Negotiating skills.	√	
Team-working skills.	√	
Forward-planning and decision-making	√	
Report writing skill	√	
Problem-Solving Skill	√	
Humanitarian Principal	√	
Willing to adapt to IRW's norms and values	√	
Community Mobilization	√	
General Knowledge on FSL, WASH, Health, GBV infrastructure Maintenance	√	
Flexibility under pressure and in response to changing needs	√	
Staff Management	√	
Willing to adapt to IRW's norms and values	√	
<b>IT Skill:</b>	√	
Working knowledge of Microsoft Word/ Excel/PowerPoint/ Basic Internet/ etc.		
<b>Language:</b>	√	
Excellent/Working knowledge-Reading/Writing/Speaking/Listening-English/Bengali/Other-1/Other-2		
<b>Physical:</b>	√	
No serious illness		
<b>Prerequisites:</b>	√	
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 feel that your qualifications, exposure, and experience match our requirements, and you are willing to commit to our values and are sympathetic to our beliefs then please download the Application Form from our official website ([islamicrelief.org.bd](http://islamicrelief.org.bd)) and send the filled form to **recruits@islamicrelief-bd.org** on or before the closing date. Please mention only the "Position Name" as the subject of the e-mail. **Interviews are expected to take place on an ongoing basis and the vacancy may close earlier than the above closing date).** Only shortlisted candidates will be contacted for written tests & interviews.

**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 gender, race, family or marital status, ethnicity, disability, class, caste, or religion**