

Vacancy Announcement for the position of Program Manager

Job Title:	Program Manager
Project Name:	Investment Component for Vulnerable Group development Programme (2ndPhase)
Duty Station:	Khulna division
Duration of Appointment:	1 year
Expected Starting Date:	As soon as possible

ABOUT Program

Investment Component for Vulnerable Group development Programme (2ndPhase)

project is one of the social safety net projects funded by World Food Programme (WFP) which will be implemented in seven rural and one urban Upazilas of Bangladesh. The overall programme objective is to achieve specific nutrition outcome for children by implementing nutrition sensitive social protection programme envisioned in National Social Security Strategy (NSSS) of Bangladesh. The project will be implemented in collaboration with the Ministry of Women & Children Affairs (MOWCA) of Bangladesh Government. Uttaran will work as strategic partner providing required technical assistance and overall implementation support to implementing NGOs at field level.

Uttaran is an NGO working Bangladesh since 1985 to uphold rights and entitlements and to improve the socio-economic condition of the poor and disadvantaged community people. Uttaran is a people centered organization using a rights based approach to alleviate poverty, diversify livelihood opportunities and empower poor communities of Bangladesh.

Scope of the Work

A Program Coordinator will be responsible for the following tasks:

Programme Implementation & Planning

- Understand the ICVGD project objectives, principles and approaches in achieving sustainable impact in the life of the poor women and their families;
- Lead project planning, implementation and maintaining close collaboration with MOWCA, WFP;
- Successful planning & implementation of the **Campaign Strategy** at the community level
- Understand and capable to facilitate Livelihood and Market Development approach including social protection strategies;
- Understand Entrepreneurship Development contexts and promote protection approaches with viable income generation activities. Guide Training Manager (ICVGD) in supporting viable business development activities & value chain tactics to improve the performance of project participants;
- Consult the approved budget of the project and assist the accountants to make financial plans in accordance with the Agreement;
- Establish close collaboration and working arrangements with experts from NGOs, private sector and other professional associations, to ensure timely conduct of ICVGD

- Provide comprehensive support including technical services, administration at district office, logistical, budgeting assistances (fund request to WFP), and basic translation to the implementation of ICVGD project;
- Prepare monthly implementation plan with budget in accordance with detailed annual/quarterly activity plan of the project with reporting;

Capacity Building

- Building capacity of different stakeholders through communication, training, education, workshop and support to develop institutional linkages with relevant public and private sectors;
- Liaising continuous with market, private sectors, service providers, training providers, government different sectors to address the sectoral development needs;
- Capacitate team to ensure all reporting requirements of the project. Responsible to maintain regular liaison with the DWA, WFP, Local Governments, other line agencies as needed;
- Identify and analyse potential opportunities to improve ultra-poor VGD women's access to resources, services and markets, and to improve efficiency through assessing the value chain;

Programme Coordination and Other support

- Assist WFP/ GOB Officials and external resource persons to prepare different study, evaluation, survey, data collection, analysis and support to preparation of reports.
- Supervise the routine management and running of the different component of the programme
- Active Coordination and liaison with the program staff, implementing NGO staffs, donors and different NGO and GoB partners.
- Ensure documentation and reporting of periodic (Monthly, Semi-annually, Annually) project progress and share with organization, WFP and GoB partners;
- Responsible for ensuring monitoring & evaluation activities of the project activities including data preservation;
- Maintain close coordination and liaison with Programme Officers of the VGD / ICVGD (WFP & GOB) project and provide necessary information to them as and when requested;

Any other additional activities as per organizational (NGO/GOB/WFP) needs.

Expected Results/Deliverables:

- Timely quarterly advances requests to WFP
- Timely financial, narrative and annual reports submitted to WFP
- Timely facilitation of decision making processes for the project
- Effective project management and reporting on results quarterly and annually
- Project related lessons, best practices and success stories documented as implementation continues.

Degree of expertise and Qualifications

- Maximum 45
- Master's in Social Science or equivalent;

- 12 years' progressively responsible experience, job related experience in managerial positions in food security project implemented by national/international NGOs/UN bodies/ Government including 3 years' experience as a senior level trainer;
- Proven experience on program planning, implementation, budgeting, financial management, staff management, report writing and monitoring & evaluation;
- Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, build strong teams, develop workplans, and manage budgets and project expenditures;
- Skill in speaking and report writing in English;
- Computer skill on MS word, excel, power point and others;
- Experience in working with government department;
- Experience in delivering training for a variety of state and non-state actor audiences (local NGOs, government authorities etc:

Reporting & Supervision

- The Program Manager will work under the direct supervision of Director of the organization.
- He/ She will work closely with the other staff of ICVGD project

Salary

Monthly gross salary BDT. 55,000/-

Compensation & Other Benefits

As per project design.

Application Process

Please send your resume/CV with photograph along with a cover letter showing your suitability for the position latest by 21 November, 2019 addressing to The Director of Uttaran, Regional Office, Tala, Satkhira. Application should be sent via courier/postal services. Please mark the position applied for on the envelope. Women and indigenous people are especially encouraged to apply. Any canvassing will result in disqualification. Only short listed candidates will be contacted for interview.

Company Information



Uttaran

House # 32 (Flat-B1), Road # 10/A, Dhanmondi, Dhaka-1209.

Web: www.uttaran.net