

Project Manager

Jagrata Juba Shangha (JJS)

Vacancy

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Job Context

- Assignment period : Two years
- Working Station : Mongla upazila under Bagerhat district

Job Responsibilities

- Project Manager is responsible to ensure stakeholders' capacity building initiatives.
- Ensure that project targets are achieved as per planned schedule and design specification.
- Implement project activities as per PIP.
- S/he will look after the day to day activities of all level of project staff and monitor individual performance, and provide guidance to improve their performance as and when necessary.
- Ensure that baseline information captured and documented as per developed tools and guideline provided by the Monitoring expert.
- Conduct regular field visit to monitor physical progress and accountability & compliance issues are addressed in line with the work plan.
- Make sure participatory site selection process is followed for each community and women's opinions are given priority.

Employment Status

Full-time

Educational Requirements

- Bachelor in URP, Environmental Science, Agriculture, Disaster management,

Experience Requirements

- At least 2 year(s)

Additional Requirements

- Report writing capacity in English, Computer and communication skills.

- Minimum 2 years working experience in Disaster Management or Climate Change issues.
- Female candidates are encouraged to apply.

Job Location

Bagerhat (Mongla)

Salary

- BDT 33,600/-

Compensation & Other Benefits

- Travel allowance : Actual

Job Source

Bdjobs.com Online Job Posting

Apply Procedure

Send your application to jjshrdinfo@gmail.com
or

If you are interested and meet the criteria, please enclose and read the instruction carefully as missing of any one is considered disqualification for the position:
CV with two valid references and clear information oriented (requested to prepare the CV not more than three (04) pages).

Cover letter briefings with his/her competencies for the position and one recent Photograph. Photocopies of academic and experience certificates, National ID, valid driving license (If any), release order form last employer (not more than one month old) etc. Requested to submit the documents on the day of appointment not to send via mail. Candidates are requested to send only CV and Cover letter via mail.

Candidates must mention the name of position on the subject line on email and top of the envelop along with full address and valid contract number to: Coordinator Admin & HRD, Human Resource Department, JJS, Khulna Office, 35 /8 TB Cross Road, Khulna-9100 on or before 5 pm, Saturday, 26 January 2019.

Details on : www.jjsbangladesh.org

Application Deadline : **January 26, 2019**