

Project Manager (Re-Advertisement)

Jagrata Juba Shangha (JJS)

Vacancy

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Job Context

- Project : Coastal Community Resilience
- Assignment period : Two years
- Closing Date : 5 pm, Thursday, 28 February 2019

Job Responsibilities

- Ensure Field Monitoring of the project work.
- Identify community need assessment.
- Facilitate field visits by the partners and stakeholders.
- Prepare the monthly report, event report and case studies and share with donor, supervisors and communication cell of JJS.
- Ensure quality output of the project activities.
- Ensure the visibility of JJS and donor activities as per guideline.
- Facilitate monitoring, audit and evaluation team.
- Ensure proper utilization and storage of office equipment.
- Responsible for coordination with local stakeholders.
- Maintain close liaison with Local Government agencies officers and elected representatives.
- Oversee the Financial Management of the project following the guideline
- Lead the team for strong and effective community mobilization
- Prepare and provide activity plans, activity reports and financial reports to the organization and donor.
- Maintain effective communication with finance, HR, Admin and other concerned department of the organization
- Implement DRR and early warning system.
- Maintain Complain Response Mechanism (CRM).
- Perform any other relevant tasks as assigned by the senior management.

Employment Status

Full-time

Educational Requirements

- Bachelor in Environmental Science, Forestry, Disaster management, Development studies, URP or related subjects.

Additional Requirements

- Age at most 45 years
- Female candidates are encouraged to apply.
- Minimum 2 years working experience in Disaster Management or Climate Change issues.
- Report writing capacity in English, Computer and communication skills.

Job Location

Bagerhat (Mongla)

Salary

Tk. 33600 (Monthly)

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, Thursday, 28 February 2019.

Details on: www.jjsbangladesh.org
Application Deadline : **February 28, 2019**