



## VACANCY ANNOUNCEMENT

Circular date: 08 July 2021

**Job Title:** Program Coordinator (Head of Program)

**Location of Post:** Based in Dhaka, Bangladesh with regular travel to projects areas within the country

**Reportable to:** The Executive Director

**Organization:** ANANDO (NGO) implementing integrated development and humanitarian programs with the financial support from different national & international donors. ANANDO is a national-NGO established in 1997 which implements development and humanitarian projects in Bangladesh. It was founded to ensure the development of poor people, especially the disadvantaged rural women and youth through promotion of culture, peace and development.

### **Key Responsibilities**

1. Take a lead role in planning and designing of programs/projects and fund raising based on the organizational strategic plan and needs of the target group.
2. Identify needs and opportunities for potential programs; and prepare project proposals for funding and operational guidelines.
3. Supervise Anando's program team and provide necessary guidance to ensure that program/projects targets are met.
4. Provide appropriate direction and support to programs to ensure compliance with Anando's policies and of gender and community participation.
5. Work in close collaboration with the Executive Director and Regional Manager to prepare annual program operation plan (PoP) based on organizational budget and time frame; and ensure effective implementation for achieving project goals, objectives and results
6. Effectively coordinate all project activities as per monthly and quarterly work plans
7. Prepare and maintain an appropriate reporting system such as monthly/quarterly/annual reports, field visit reports, annual work plans, annual reports, etc. to as per donors' and organization's requirement and submit them to the Executive Director in a timely manner
8. Lead timely preparation and submission of quality half-yearly and annual donor reports on the projects. This will include collection and analysis of quantitative data as well as qualitative data such as photographs, focus group discussions and case studies
9. Ensure implementation of recommendations for programs provided by various internal and external evaluators/monitors/visitors
10. Ensure staff development through capacity building activities, mentoring and disciplinary measures
11. Carry out any other assignments delegated by the Executive Director.

### **Qualifications**

- Master degree (preferable in Agriculture or Social Science).
- Able to write in fluent English and report of project impacts.
- Able to fluently speak in English and Bangla.
- Able to work proficiently in MS word applications including word, excel, email and power-point.

### **Experience**

- At least 10 (ten) years working experience in reputed national or international organizations among them at least 05 (five) years in senior managerial position.
- Expertise on writing Concept Note, Project Proposal, Log Frame on development and humanitarian aspect.
- Possessing influencing, advocacy, negotiation and community engagement skills.
- Primary and secondary data collection, compilation and analysis skills.

### **Age**

- Not exceeding 50 years

### **Salary, Compensation & Other Benefits**

- Tk. 80,000 – 90,000,- per month (negotiable for extra ordinary candidate).
- After satisfactory completion of six months' probation period the service will regularized and other benefits (PF, Gratuity, and Festival Bonus, Leave benefit) will be entitled as per organizational HR policy.

### **Application Procedure**

To express your interest in the position, please submit your CV and a covering letter describing your experience and qualifications as they relate to this position. All applications should be emailed to [anandojobs@yahoo.com](mailto:anandojobs@yahoo.com) or The Executive Director, ANANDO, 13A/4A (1st Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207 by **4:00pm on 24<sup>th</sup> July 2021**.

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