



## Job Circular

October 27, 2021

### **Project Coordinator (Urban Agriculturalist)**

Anando (Promotion of Culture and Youth Resource Development) is a non-government, non-political and non-profitable national organization, established in 1997 and its mission is to strive for culture of development and peace through integrated development approach, which enables individuals and communities to become self-reliant. Anando is inviting application for the project of '**Enhancing Resilience of Urban Poor (ERUP)**' financial supported by **GIZ** for the following position.

<b>Position Title</b>	:	<b>Project Coordinator (Urban Agriculturalist)</b>
Position Number	:	<b>01</b>
Job Location	:	Satkhira Municipality, Bangladesh.
Duration of Project	:	11 months (Project may extend depend on donor funding)
Salary	:	Taka 51,000/- per month.

**Application Deadline** : **November 11, 2021**

#### **Job summary:**

The Project Coordinator will be responsible for managing the project, “**Enhancing Resilience of Urban Poor (ERUP)**” Project on behalf of ANANDO, supported by **GIZ**. The role will also represent ANANDO in meetings and networks and will increase the profile and visibility of ANANDO's climate change, adaptation, livelihoods activities as well as country program. S/he will be responsible to lead the project in close collaboration with Mayor of Satkhira Municipality Micro-entrepreneurship and market development expert and community workers. S/he responsibilities involves in monitoring of project plans, preparation of budgets, supervision and monitoring of activities perform by other staffs, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner. He/she will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills.

#### **Requirements:**

- Master of Science in Agriculture .
- Seven years working experiences in NGO/INGO of which three years' experiences in the similar positions preferably in climate change, livelihood development and farming
- Knowledge and understanding on the issues of Livelihood and IGA, Agriculture, Association forming, women entrepreneurship, supply chain development, integrated farming system, WASH, climate change, Capacity building, Advocacy etc.

- Good interpersonal skills and must be a team player.
- Performance management and staff development skills
- Exceptional verbal, written and presentation skills in English & Bengali.
- Competency in Microsoft applications including Word, Excel and PowerPoint.

**Responsibilities:**

- Developing project implementation strategies and preparing detailed implementation plan (DIP) as per project proposal.
- Regularly maintaining and monitoring project plans, project activities, budgets and expenditures
- Ensure timely and proper implementation of project activities aligned with project goal and objectives. .
- Organizing and facilitating meetings, trainings, workshops, orientations, dialogues etc as per organization need.
- He is responsible the overall project financial activities implementation.
- Develop good relation with Mayers and other staff of Sathkhira Municipalities
- Establish communication with stakeholders including service providers, civil society organizations, village level institutions, local government bodies and government departments.
- Establish Climate Change Digital Learning and Model Public Green Space
- Select and establish the Sales and Display Center for communities
- Develop project reports as per requirements of donors and counterparts.
- Regular arrangement of meetings to review the progress of activities.
- Supervision, capacity building and monitoring of staffs under project.
- Prepare the success stories/case study and share them to Anando Management and Donor.
- You are directly reporting to Head of Program for day to day activities
- Liaison with the Executive Director (ED) and Program Coordinator (Head of program) as project needs.
- Submit project reports to Head of programs, including activity summary, progress against objectives, services delivered, beneficiary caseload data, achievement to date, issues faced, impact stories, financial expenditure and others.
- Maintain regular and effective communication with field staff and head office through both verbal and written correspondence.
- Represent Anando in the deferent meetings of Govt. and NGOs in the sub district level.
- Establish and maintain liaison with relevant government bodies, private partners, and other stakeholders of the project

**Application with details C.V., Photograph must be reached to-**

**The Executive Director,  
ANANDO,  
13A/4A (1<sup>st</sup> Floor), Babar Road, Block-B, Mohammadpur, Dhaka-1207.**

or,  
E-mail: [anandojobs@yahoo.com](mailto:anandojobs@yahoo.com)

*N.B.* Please mark the title of the position on the top of the envelope and write the position name in subject line in the email. Only short listed candidates will be contacted for interview. Any persuasion and lobby will be treated as disqualification for the applicant.

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