



**Job Descriptions**  
October 27, 2021

**Project Manager**

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 **'Improved resilient livelihoods opportunities of migrant workers and returnees of host communities (post COVID-19 recovery) at Ramu, Cox's Bazar, Bangladesh'** financial supported by **Welthungerhilfe-Germany and BMZ (German Federal Ministry for Economic Cooperation and Development)** for the following position.

Position Title : **Project Manager**

Position Number : **01**

Job Location : Cox's Bazar.

Duration of Project : 2 years (Starting from 1<sup>st</sup> November 2021)  
(Project may further extend on depend of donor funding).

**Application Deadline : November 09, 2021**

**Job summary:**

The Project Manager will be responsible for managing the above project on behalf of ANANDO. The role will also represent ANANDO in meetings and networks and will increase the profile and visibility of ANANDO's livelihoods activities. He will be in charge of assisting project team in organizing activities and providing necessary directions to team under the project. His 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 degree in Social Science, Agriculture or Nutritional Science.

- Seven years working experience in NGO/INGO and among them three years' experience as Project Manager or with similar positions preferably in livelihood development and farming
- Knowledge on program design and project cycle management.
- Previous work experience in refugee camps
- Previous work experience in emergency settings
- Knowledge and understanding on the issues of Livelihood and IGA, integrated farming system, WASH, climate change, Capacity building, Advocacy etc.
- Previous experience of formation of and work with community institutions and CSOs.
- Ability to communicate with local level stakeholders including government departments, local govt. and civil society organizations.
- Ability to work effectively both independently and as part of a team.
- 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.
- Maintain Close collaboration with Welthungerhilfe Program Coordinator and Expert Programme Coordination
- Organizing and facilitating meetings, trainings, workshops, orientations, dialogues etc as per organization need.
- Establish communication with stakeholders including service providers, civil society organizations, village level institutions, local government bodies and government departments.
- Develop project reports as per requirements of donors and counterparts.
- Regular arrangement of meetings to review the progress of activities.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings and seminar as project required.
- Supervision, capacity building and monitoring of staffs under project.
- Guiding and supervisions of proper and timely implementation of the project activities
- Prepare the success stories/case study and share them to Anando Management and Donor
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately.
- Assess project risks and issues and provide solutions where applicable.
- 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

**Salary : Taka 70,000 /-per month**

After completion of probation period, other benefits (Provident Fund, Gratuity, Festival Bonus & other admissible benefits) will be entitled as per organizational policy. 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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