



**For 'BD-Jobs Circular'**  
**14-03-2022**

## **Project Coordinator-WASH**

**ANANDO** (NGO) implementing integrated development programs with the financial support from different national & international donors. We are inviting applications for the following position at **Anando Cox's Bazar Region**.

### **Project Coordinator**

- Disciplinary: Executive Director
- Professional: Head of Mission
- Project: **WASH assistance for Rohingya Refugees and Host Communities in Teknaf, BGD**
- Contract period: **01.04.2022 to 31.08.2022 - Possibility of extension**
- Proposed start date : 1st of April 2022
- Location: Teknaf, Cox's Bazar
- Gross salary - Taka upto 120,000.00 Per Month
- Application Deadline : **19<sup>th</sup> March, 2022**

The project aims to support the Rohingya Refugees and the Host Communities living in Teknaf Upazila and facilitating their access to improved sanitation facilities, personal hygiene and hand washing facilities. It is expected that the proposed interventions in the selected host communities would bring sustained behavioral change and reduction of health risks associated with water and sanitation related diseases. Through the project, Organization expects to reach extreme vulnerable groups and to provide them with direct assistance for identified WASH needs, by coordinating with and complementing the existing WATSAN/WASH programs of the Government of Bangladesh, DPHE, UNICEF, UPs, BDRCS, UN agencies, international NGOs and local/national NGOs working, LGIs and Upazila administration in Cox's Bazar.

### **Job Responsibilities**

- **Objectives of the position:**
- The Project **Coordinator** will be overall responsible for the project and its effective management including planning, supervision, monitoring, evaluation, strategic discussions and issue based decision making. The Project Coordinator will be responsible to support the delivery of a timely and appropriate response to the current crisis that builds strong links to the existing programs in Bangladesh. The specific focus areas of responsibility will include: government liaison and negotiation; communication with different clusters, coordination; supervision and accountability for program monitoring; and development of information material for the Organization. The Project Coordinator will also be responsible to manage the implementation of different projects for this specific response of the organization response

team. Ensure that project implementation meets the global/organizational standards of emergency responses and donors' compliance aspects; ensure project monitoring mechanism is established and functional to ensure quality implementation and downwards accountability.

**Duties and areas of responsibility:**

- Act as the principal focal person for organization with local authorities, build and maintain relationships that support smooth implementation of the Organization humanitarian Rohingya response program in Cox's Bazar.
- Coordinate with Administrative and Logistics team and in consultation with the superiors to ensure commodity supply requests from the field are entered into the correct procurement process and delivered to the field in appropriate manner
- Be responsible for development of all key government approval documents at field level regarding Gob processes
- Ensure that staff members are aligned with the goals of the program through orientation and monitoring
- Ensure effective management and implementation of the project and administration of project finances
- Visit field sites as required to ensure timely and qualitative implementation
- Develop and maintain a healthy environment for the team, organizing timely discussions on strategic programming issues. Ensure that staff members reflect the institutional character in their relationships with the affected communities and allies
- Coordinate security protocol for hardware, software, emergency relief service delivery & distributions.
- Ensure all project activities are conducted in accordance with agreed work-plan and proposal
- Submit monthly reports to ED, including activity summary, progress against objectives, services delivered, beneficiary caseload data, achievement to date, issues faced, impact stories and financial expenditure
- Maintain regular and effective communication with field staff, head office and donor representative through both verbal and written correspondence

**Educational Requirements:**

- Masters in Social Sciences/ English Literature/ Development Studies Mass Communication/ Public Health/ Disaster Management or any other relevant disciplines from recognized university.

**Additional Requirements:**

- 10 years working experience on Monitoring & Documentation Works and among them at least 4 years of experience in similar position.
- At least 5 years of experience in the sector of WASH, Hygiene promotion, Public Health, Disaster Management or Humanitarian Assistance
- Proven skills and competencies to work with MS/ Excel, MS Access, SPSS is preferable
- Must have clear understanding & experience in baseline survey, M&E process and tools
- Have knowledge on qualitative and quantitative M&E system, large data based management, monitoring of WASH & Hygiene promotion based programs and emergency response
- Knowledge of the major evaluation methodologies (qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies (GIS etc.)

- Experience in planning and managing surveys, developing and refining data collection tools, and with data quality assessments and oversight
  - Ability to handle multiple tasks simultaneously in a fast-paced environment, set priorities, etc.
  - Skilled in computer literacy; report writing, strategy planning and others related documentation
  - Excellent command on writing in both English and Bangla language
  - Skill in file management & E-communication
  - dynamic individual with a demonstrated ability to achieve results in a demanding and difficult environment
  - Practical, quick, reasoning skills; must be able to communicate with all parties of the Coordinator project
  - Demonstrated ability for people management
  - A team player; committed to motivating and leading staff
  - Clear understanding of the working of major donors and their perspective, requirements and standard
  - Able to work and manage in a hardship post and willingness to frequently travel in and out of field
  - Good computer skill
  - Willing to travel in remote areas
  - Willingness to be based in the field.
  - Commitment to working with Humanitarian organization.
  - previous work experience in refugee camps
  - previous work experience in emergency settings
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### **Read Before Apply**

Interested and motivated candidates must submit a CV and cover letter by e-mail to **"[anandowhh2020@gmail.com](mailto:anandowhh2020@gmail.com)"** with subject application for the post of **"Project Coordinator"**

Applications must include proof of relevant experience and references. Ensure working phone number is included in the application. Shortlisted candidates will be notified by phone.

Please be aware that application material is not returnable.

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