

Practical **ACTION**

Job profile

PROJECT COORDINATOR



Title	Project Coordinator
Reporting to	Head of Programme Delivery Unit
Direct reports	Project Officer, Municipality Coordination Officers
Groups	Programme Delivery Unit
Relationships	Monitoring, Evaluation, Learning and Research team, Marketing & Communications team, Advocacy & Partnership, Donor, Partner Organisations, Officer, Municipalities, Communities
Financial scope	As assigned or delegated
Location	Anywhere in Bangladesh
Nature of contract	Regular contract; 11 months, Possibly of extension depending on fund availability.
Salary & benefits	Gross Salary 1,08,000 BDT
Travel	Field based activities

Practical Action

ABOUT US

About Us

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

Our Aims

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.

- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

How We Work

We work on holistic solutions that change systems and have a framework to help us achieve our aims:

- Analyse the root causes of a poverty and vulnerability
- Define the change at scale we need to make
- Develop activities along three complementary paths: *Demonstrate, Learn and Inspire*.
 - Demonstrate that our solutions are sustainable in the real world
 - Learn by capturing evidence and adapting our approach
 - Inspire wider support to multiply our impact.

Our Organisation

Practical Action is an unconventional, multi-disciplinary change making organisation

- A highly innovative community development charity operating in Africa, Asia and Latin America. **Practical Action** community projects use ingenious ideas to design, test, refine and prove new ways to overcome poverty and disadvantage and then ‘open-source’ knowledge of what works so that it can be implemented at a greater scale by others.
- A world-class consulting operation that helps socially responsible business, government policy makers and other development organisations. This draws on learnings from our own development work as well as the combined brainpower of a roster of over 2,000 expert consultants. **Practical Action Consulting** helps to extend the reach of our influence by providing the best advice to others, whose work can make a bigger difference.
- A well respected specialist development publisher. **Practical Action Publishing** brings together development practitioners, researchers and thought leaders to create publications that stimulate discussion, strengthen peoples’ capabilities and inspire sustainable change.

About the Role

Based in Satkhira, the “Project Manager” will be responsible for running and supervising WASH project at all stages of the project management cycle. He/she is also responsible for accomplishing the project objectives and outcomes within the contextual constraints. The Project Coordinator will ensure the overall success of the project by making sure the project

team completes the defined activities while adhering to internal standards and contractual obligations; and that the project is completed on time, within budget and with acceptable quality.

Key Responsibilities

- S/he will manage project's all activities in the work areas throughout the whole project cycle (identification and formulation, preparation of agreements and contracts, follow up of implementation, monitoring, evaluation, and dissemination of results).
- S/he will provide supervision, guidance and monitoring of project field personnel. through setup of task and close monitoring and be first line responsible for the field team.
- S/he will provide technical support to the WASH team to ensure a high standard of implementation of strategy and activities.
- Support procurement and financial processes related to project, and ensure they are in line with Practical Action policies and procedures.
- S/he will facilitate capacity strengthening trainings and workshops to staff, masons and ensure knowledge transfer.
- S/he will design, organize and facilitate different trainings, behavior change campaigns, demonstration of Solid Waste and Faecal Sludge infrastructures and services.
- S/he will monitor project progress and quality; and report on project as a core part of continuous learning throughout the project lifetime.
- S/he will maintain coordination with other NGOs/organizations and stakeholders linking with the WASH and other development projects with Municipality.
- S/he will maintain close linkages with slum dwellers, low income urban communities and informal workers and their business associations involved in business for waste collection and processing.
- S/he will closely follow up the partners to ensure for achieving the target as a result of the WASH projectS/he will build rapport and professional relation with the relevant district chapter of DPHE, LGED, DAE, DoE, local government, civil society, private organizations, and individuals
- S/he will be responsible for managing field level data collection, data compilation and provide inputs to prepare case studies, other communication, knowledge products and reporting.
- Have to travel frequently for project implementation.

Experience, Knowledge & Skills

- Master's degree in Civil Engineering/ Environment/ Public Health/ Urban Planning/ Development Studies/ Social Science or any other relevant discipline.
- 3-5 years of experience in implementing Waste management and WASH related projects.
- Experience in leading the establishment of Faecal Sludge Treatment plant at project site along with a sustainable business
- Experience in grant management.
- Experience in working with NGO projects in a leadership role.
- Experience in using different project management processes and tools including risk management, financial management and quality assurance.
- Candidate with sound knowledge on dealing with local government and their working

mechanism, experiences on coordination with municipal representatives and staff and WASH and Waste Management Sectoral Stakeholders will get preference.

- Ability to manage multiple responsibilities and to set priorities.
- Good English writing, analytical, communication, and report writing skills.
- Good ability to work with multicultural team.
- Willing and able to travel independently outside station.

The opportunity to work for an organisation that is making a positive difference to the lives of people worldwide, a friendly and supportive culture, working with values driven and highly engaged colleagues, work life balance and flexible working – these are just some of the reasons we think Practical Action is a great place to work.

In addition, the compensation and benefit details are mentioned below:

Salary

Monthly approved budget BDT 108,000/-

How to apply

Please apply online through bdjobs online by 6th May 2024.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment or sexual orientation. Only shortlisted candidates will be called for interview.

Practical Action are committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks. **Qualified women are strongly encouraged to apply.**