

Job Description (JD)

Job Title	: Program Manager
Number of Vacancy	: 02
Project Title	: Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)
Project Duration	: July 2025 – April 2029
Project Location	: Taltali Upazila (Barguna District) and Kalapara Upazila (Patuakhali District)
Reporting to	: Director Program, JAGO NARI
Duty Station	: Field Office (Taltali or Kalapara), with frequent travel to Barguna and other project sites
Position Type	: Full-time (Project-based)
Organization	: JAGO NARI

Job Summary:

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently JAGO NARI is implementing a new Project in Coastal Ecosystem Restoration, Climate-Resilient Agriculture and Disaster Risk Reduction with the technical support of the Good Neighbors Bangladesh. JAGO NARI is seeking a Program Manager (PM) for this project. The Program Manager will lead the strategic and operational management of the CHRETC project, ensuring quality implementation of all components: coastal ecosystem restoration, climate-resilient agriculture, disaster risk reduction, and women-led climate governance. S/he will oversee planning, execution, stakeholder coordination, team leadership, and ensure that project goals align with JAGO NARI's gender-responsive and rights-based approach. The role demands visionary leadership, programmatic thoroughness, and a strong commitment to climate justice and community empowerment.

Job Description/Responsibility:

Responsibilities and Task:	% of Time	Remarks
Responsibilities #1 Program Leadership & Implementation	25%	
<ul style="list-style-type: none"> ➤ Lead the overall execution of the CHRETC project, ensuring that planned outputs are delivered on time, within scope, and to quality standards. ➤ Coordinate the implementation of key components, including mangrove restoration, climate-resilient agriculture, and disaster preparedness, using gender-sensitive and participatory approaches. ➤ Supervise the formation and functionality of community-based groups such as Mangrove Committees, Women's Climate Action Groups, CDMCs, and Farmer Field Schools. 		

Responsibilities #2. Strategic Planning & Coordination	15%	
<ul style="list-style-type: none"> ➤ Develop detailed implementation plans, annual work plans, procurement schedules, and field-level operational strategies in collaboration with technical teams. ➤ Ensure strong coordination with government departments (Forest Dept., DAE, DDM, DoE), Union Parishads, and local stakeholders. ➤ Facilitate multi-stakeholder dialogues and advocacy platforms for inclusive climate governance and policy engagement. 		
Responsibilities # 3. Financial & Administrative Oversight	15%	
<ul style="list-style-type: none"> ➤ Manage project budget with transparency and accountability, in coordination with the finance team. ➤ Approve financial transactions, monitor expenditures, and ensure compliance with donor and organizational financial policies. ➤ Maintain procurement and asset management aligned with organizational and donor guidelines. 		
Responsibilities #4. Team Management & Capacity Building	15%	
<ul style="list-style-type: none"> ➤ Provide leadership, mentoring, and capacity development support to a multi-disciplinary team of staff. ➤ Organize regular staff meetings, performance appraisals, and training sessions. ➤ Foster a team culture that emphasizes accountability, mutual respect, and innovation. 		
Responsibilities # 5 Monitoring, Evaluation & Learning	10%	
<ul style="list-style-type: none"> ➤ Work closely with the M&E team to implement the MEAL framework, track progress, and guide adaptive management. ➤ Ensure timely submission of narrative and financial reports to donors and internal management. ➤ Lead documentation of best practices, case studies, and evidence-based learning products. 		
Responsibilities # 6 Reporting, Documentation and sharing with the respective authority.	10%	
<ul style="list-style-type: none"> ➤ Collect, analyze data, and prepare reports for Project and JAGO NARI ➤ Produce analytical donor reports and ensure timely submission as required ➤ Take a lead role in developing the annual plan, periodic reports, documenting learnings, case studies, and other relevant documents as per organizational and donor requirements. 		

Responsibilities # 7 Safeguarding, Gender, and Inclusion	10%	
<ul style="list-style-type: none"> ➤ Promote and uphold safeguarding principles throughout the project lifecycle. ➤ Ensure full integration of gender equality, disability inclusion, and indigenous community engagement in all activities. ➤ Address any gender-based barriers through training, sensitization, and leadership development efforts. 		

- Program manager is also responsible to conduct other works assigned by the Director Program and Chief Executive of JAGO NARI.

Required Qualifications:

- Master's degree in Environmental Science, Social Science, Development Studies, Agriculture, or related field.
- Minimum 7 years of experience in project management in the areas of climate change, DRR, natural resource management, or women's empowerment.
- Demonstrated experience managing large-scale donor-funded projects (preferably in coastal or climate-vulnerable areas).
- Strong leadership and team management capabilities.
- Proven ability in stakeholder coordination, especially with government agencies and local governance institutions.
- Excellent communication, reporting, and documentation skills in both English and Bangla.
- Proficiency in MS Office, project management tools, and digital reporting platforms.

Preferred:

- Prior experience in managing coastal restoration or climate-resilient agriculture initiatives.
- Understanding of participatory governance and community-based adaptation.
- Experience working with marginalized groups, particularly women and indigenous populations.
- Knowledge of safeguarding, accountability mechanisms, and Do-No-Harm approaches.

Compensation & Benefits:

The salary package is Monthly **BDT 65,000**, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and Anti-Sexual Harassment Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.
- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.

- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- Women are highly encouraged to apply.

Procedure of Application:

C Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: jnhr.recruitment@gmail.com or Post/drop in the box: (To, Coordinator-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on/before **20 July, 2025** with the following documents.

- Curriculum Vitae/Resume with Photo
- Job Application Form-JN001 should be filled out along with Curriculum Vitae/Resume.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.