



**Job Title** : Project Manager - Climate Resilience and Anticipatory Action  
**Number of positions** : 01  
**Location** : Patuakhali district  
**Reporting to** : Director, Program.  
**Project Continuation** : Till August 2026 (with possibility to extension)

**Overview:**

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing areas of work are women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently, JAGO NARI is implementing a new project in the DRR & Climate Change field with the technical support of **Save the Children**. The project title is **“Child-Centered Anticipatory Action for Better Preparedness of Communities and Local Institutions in Northern and Coastal Areas of Bangladesh”**. The project aims to enhance access and capacity for climate information services, implement effective early warning systems, and develop risk-informed early action plans. In this connection, JAGO NARI is seeking a Project Manager for this project. The Project Manager will play a key role in leading and managing a comprehensive climate resilience project with a focus on child-centered anticipatory action in collaboration with local communities, institutions, and disaster management committees. The Project Manager will oversee the planning, implementation, monitoring, and evaluation of the project, ensuring that objectives are achieved within the specified timeframe and budget. She/he will play a vital role in this project by maintaining some responsibilities that are given below.

**Responsibilities:**

**Project Planning and Implementation:**

- Develop detailed project plans, including timelines, budgets, and resource allocation.
- Coordinate with various stakeholders, including government bodies, local communities, NGOs, and funding agencies.
- Oversee the execution of child-centered community-based risk and vulnerability assessments.
- Manage the implementation of early warning systems, including the installation of monitoring systems.
- To develop a system for collecting baseline information and tracking the project progress in line with the log frame indicators of the project.
- Ensure that the project is carried out according to standard operating procedures, technical manuals, and policies.
- Financial management and monitoring

**Capacity Building and Training:**

- Design and implement training programs for volunteers, DMCs, youth forums, and meteorologists on anticipatory action.
- Facilitate community-based risk analysis and vulnerability assessments, ensuring active participation from all stakeholders.
- Collaborate with relevant departments for consultation on risk analysis and child-centered assessments.

**Early Response Initiatives:**

- Develop and oversee the dissemination of inclusive voice messages and sector-specific advisory messages.
- Identify gaps in existing Early Warning Systems and propose improvements.
- Implement automatic monitoring systems (rain gauge, river gauge, soil moisture) and a web-based solution for early warning information dissemination.
- Enhance access to early warning information through innovative solutions.

**Community Engagement and Action Plans:**

- Facilitate the development of localized, child-centered early action plans based on risk assessments.
- Conduct Household Economy Analysis and pre-crisis assessments.
- Promote child-centered anticipatory action and pilot agromet FARRM school initiatives.
- Collaborate with funding agencies for opening funding windows for anticipatory action initiatives.

**Learning and Advocacy:**

- Establish and facilitate Anticipatory Action forums and disaster risk management frameworks.
- Share lessons learned with humanitarian actors and advocate for gender-sensitive early action strategies.
- Collaborate with national and global Anticipation Hubs for evidence generation.

**Reporting & Communication:**

- Develop and submit accurate monthly work plans and reports to the line manager, copying the Program Manager of Concern for information.
- Develop high-quality donor reports for resilience-related activities contributing to the project, and submit them as required.
- Ensure government participation in key social events such as trainings, exposure visits, workshops, etc., as appropriate.
- Liaise with relevant government departments and keep them updated on the project's progress and achievements regularly.

**Qualifications:**

- Master's degree in a relevant field (climate science, disaster management, environmental studies, etc.)
- Minimum of 5 years of experience in project management, preferably in climate resilience or disaster management projects.
- Strong knowledge of child-centered approaches, anticipatory action, and early warning systems.
- Proven experience in community engagement, capacity building, and training initiatives.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work with diverse stakeholders, including government agencies, NGOs, and communities.
- Familiarity with MEAL activities and project evaluation processes.
- Strong organizational and leadership skills.

**Salary & Benefits:** BDT-82,500/= Monthly with other benefits as per Project and organizational 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.
- Women are particularly encouraged to apply.
- 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.
- Only short-listed candidates will be called for test and interview.

**Apply Procedure:**

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: [recruitment@jagonari.org](mailto:recruitment@jagonari.org) with the following documents or Post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2<sup>nd</sup> floor) college road, Barguna) on or before **August 20, 2025**.

- Curriculum Vitae/Resume
- Job Application Form-JN001

Please ensure that your application is complete with the above-mentioned documents. 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.

**Special attention: No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**