



Job Description (JD)

Job Title: Project Officer

Number of Vacancy: 01

Project Title: Community Action for Resilience & Early Triggers

Project Duration: 1 September 2025 – 28 February 2026

Project Location: Kalapara Upazila (Patuakhali District)

Reporting to: Coordination, Communication and Resources Mobilization, JAGO NARI

Duty Station: Field Office (Kalapara), with frequent travel to Barguna and project site

Position Type: Full-time (Project-based)

Organization: JAGO NARI

Job Summary:

JAGO NARI is a non-governmental development organization working in the central coastal region of Bangladesh. The organization's key focus areas include Women's Empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently, JAGO NARI has started implementing the Community Action for Resilience & Early Triggers Project with technical support from CARE Bangladesh. To strengthen the project team, JAGO NARI is seeking a Project Officer. The Project Officer will be responsible for leading project implementation and operational management, ensuring the quality delivery of all components. S/he will oversee planning, execution, stakeholder coordination, and team leadership, while ensuring that project objectives are achieved in alignment with JAGO NARI's mission and approach.

Job Description/Responsibility:

Responsibilities and Task:	% of Time	Remarks
Responsibilities #1 Program Leadership & Implementation	45%	
<ul style="list-style-type: none">➤ Lead the overall execution of the Community Action for Resilience & Early Triggers project, ensuring that planned outputs are delivered on time, within scope, and to quality standards.➤ Coordinate the implementation of key components, including Anticipatory Action, climate-resilient agriculture, and disaster preparedness, using gender-sensitive and participatory approaches.➤ Regular field visits and assist the Field Facilitator for BNFs selection and other project interventions.		
Responsibilities #2. Strategic Planning & Coordination	10%	
<ul style="list-style-type: none">➤ Develop detailed implementation plans, Monthly & Quarterly work plans, procurement schedules, and field-level operational strategies in collaboration with technical teams.➤ Ensure strong coordination with government departments (UNO, PIO DAE, Union Parishads, and local stakeholders.➤ Coordination with CPP, Shelter Management Committee, and UzDMC, UDMC etc.		

Responsibilities #3. Financial & Administrative Oversight	10%	
<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	10%	
<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	5%	
<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 the 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	5%	
<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. 	5%	

- The Project Officer is also responsible for conducting other works assigned by the Director Program and the DRR Focal Point of JAGO NARI.

Required Qualifications:

- Bachelor's/Master's in Geography and Environment, Disaster Management, Social Science or equivalent. At least 3-4 years of working experience in relevant positions, including 2 years' experience in program implementation, monitoring, and Staff Supervision.
- Good negotiation skills.
- Strong field facilitation skills, knowledge in pro-poor program implementation.
- Knowledge of Disaster Risk Reduction and early warning systems in Bangladesh
- Knowledge of good governance, DRR, gender equity, and multifaceted intervention
- Willing to spend significant time in the field
- Any other tasks assigned by supervisor/ management.
- Proven ability in stakeholder coordination, especially with government agencies and local governance institutions.
- Strong leadership and team management capabilities.

Preferred:

- Prior experience in DRR, Climate Change Adaptation, and Anticipatory Action
- Familiar with the geographical and socio-economic conditions of Coastal areas
- Ability to work in a team with good interpersonal skills.
- Ability to prioritize activities to act and decide promptly.
- Proficient in MS Office tools (Word, Excel, PowerPoint);
- Good verbal and written communication skills in local language, English, and Bengali;
- Pro-active and participatory decision-making and problem-solving;
- Ability to communicate with people from different cultures and backgrounds;
- Experience in Cash for Work (CFW) modality through Mobile Money Transfer (MMT) will be prioritized
- Good understanding of issues related to gender equity and protection
- 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 35,000**, 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 the 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

Apply Procedure:

Candidates with the required qualifications must be filled up only **Job Application Form-JN001 (no need any other documents)** and send to: recruitment@jagonari.org by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGONARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or before **September 15, 2025**

Please ensure that, the **Job Application Form-JN001** is completed as required. 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 (Job Application Format) will be excluded from consideration.

Special attention:

- 1. No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**
- 2. Any persuasion will be treated as the disqualification of the candidates.**