

## JOB DESCRIPTION



<b>Job Title</b>	: Project Coordination
<b>Number of Vacancy</b>	: 01
<b>Project Duration</b>	: 01 January 2026 to 31 December 2026
<b>Project Location</b>	: Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district.
<b>Reporting to</b>	: Director Program, JAGO NARI
<b>Duty Station</b>	: Project Office, Barguna Sadar Upazila with frequent travel to field location
<b>Position Type</b>	: Full-time (Project-based)
<b>Organization</b>	: JAGO NARI

### **Background of the Organization:**

JAGO NARI has started its activities in 1998 with its own resource with a view to help the poor people in many respects of Barguna a under developed costal District in the southern part of Bangladesh in terms of socio-economic perspective as well as livelihood. It is a non-political, non-profit, rights based and non-government Organization (NGO) committed to participate in and promote national development through upgrading the socio-economic condition and promoting and protecting the rights of the disadvantaged, deprived backward and poor communities of the society. Some like-minded, qualified and experienced women of the society established JAGO NARI in the middle of 1998.

At first JAGO NARI started its activities in a right based approach among poor and working women in Urban and rural area of Barguna sadar upazilla. At present this organization has expanded its activities to 8 districts in Bangladesh with different programs, with some different ideas and concepts with greater zeal and enthusiasm through the assistance of GO, INGO, NGO and local peoples. JAGO NARI believes that true development can be ensured by establishing human rights and eradicating the poverty through providing different support to the distressed community. It also believes that men and women have same rights to survive. If organization can create better communication with community people organization's ideas will give a better result but without involving community people it does not give 100% output. So JAGO NARI is working with the community people to provide same right for men and women in the community.

### **Project Summary:**

To strengthen the resilience of climate-vulnerable households in Bangladesh's coastal regions by protecting lives and livelihoods, enhancing food security and nutrition, and promoting inclusive, climate-smart, and sustainable development through Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Insurance (CRI). JAGO NARI, with support of the WFP, will implement the project Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI). The project will be implemented in 12 unions under Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district. The project duration is 1st January 2026 to 31 December 2026.

### **The primary objective of this project:**

- To enable vulnerable households, particularly women-headed families, landless laborers, persons with disabilities, and marginalized groups in cyclone-prone areas, to anticipate and prepare for shocks through anticipatory cash transfers, early warning systems, and awareness on protection and nutrition, ensuring equitable participation and decision-making.
- To strengthen the national social protection system (EGPP, MCBP, VWB, Old Age allowance and Disability allowance, etc, program of GoB) so they become shock-responsive, providing timely and inclusive support to vulnerable households, with special measures for rural women, returnee migrants, and Persons with Disabilities (PWDs), while promoting gender-sensitive targeting and protection standards.

- To expand access to inclusive Climate Risk Insurance for poor and climate-vulnerable households, particularly smallholder farmers, fishing communities, and women entrepreneurs, by strengthening awareness and capacity of communities and local institutions, supporting product development and premium collection, facilitating claim settlements and payouts, and promoting insurance literacy and enterprise formalization.

Basically, this project will contribute to disaster risk reduction through its activities, including the AA program tests community-based early warning dissemination mechanisms. Shocks responsive social protection and Climate risk insurance.

### **Job Purpose:**

The Project Coordinator is responsible for the overall management, coordination, and successful delivery of the project, ensuring that objectives are met on time, within scope, and within budget. The role includes strategic planning, team leadership, financial oversight, donor compliance, and stakeholder engagement, contributing to the organization's mission and long-term impact.

### **Key Responsibilities for this Position:**

#### **Project Management and Leadership**

- ⇒ Lead the planning, implementation, and management of the project in alignment with organizational goals and donor requirements.
- ⇒ Develop detailed work plans, budgets, and implementation strategies, ensuring clear delegation of tasks.
- ⇒ Monitor project progress, identify risks, and implement corrective actions as needed.
- ⇒ Ensure project activities are inclusive, gender-sensitive, and responsive to community needs.

#### **Team Management and Capacity Building**

- ⇒ Supervise and support project staff at all levels (Project Officer, MEAL and Reporting Coordinator, and Union Field Facilitators).
- ⇒ Provide regular coaching, mentoring, and capacity-building opportunities to the team.
- ⇒ Promote a positive, collaborative, and accountable working environment.

#### **Financial and Administrative Oversight**

- ⇒ Oversee project budgets, financial planning, and expenditure tracking.
- ⇒ Ensure proper financial documentation, procurement processes, and donor compliance.
- ⇒ Collaborate with the finance/admin team for timely financial reporting and audits.

#### **Monitoring, Evaluation, and Reporting**

- ⇒ Lead the design and implementation of project monitoring and evaluation (M&E) plans.
- ⇒ Ensure accurate data collection, analysis, and reporting to measure progress against targets.
- ⇒ Prepare high-quality narrative and financial reports for donors, management, and other stakeholders.

#### **Stakeholder Coordination and Representation**

- ⇒ Build and maintain effective relationships with donors, government authorities, local partners, and other stakeholders.
- ⇒ Represent the organization and project at district and local-level meetings, forums, and events.
- ⇒ Advocate for project goals and contribute to policy dialogue (if required)

### **Risk Management and Safeguarding**

- ⇒ Ensure all project activities uphold organizational safeguarding standards, including child protection, gender equality, and inclusion.
- ⇒ Identify project risks and develop mitigation strategies.
- ⇒ Ensure compliance with national laws, donor regulations, and organizational policies.

### **Other Requirements:**

- ⇒ Travel frequently to project sites, sometimes in remote or challenging conditions; at least
- ⇒ Minimum 50% field movement is required of total working hours.
- ⇒ Strongly committed to organizational values, safeguarding, Code of conduct high level of integrity, accountability, professionalism and ethical standards.
- ⇒ Any others task assigned by the JAGO NARI management.

### **Job Requirements:**

- ⇒ Master's degree in a relevant field (preferable disaster management and environmental studies)
- ⇒ Minimum of 5 years of experience in project management, preferably in Anticipatory Action or disaster management projects.
- ⇒ Age At most 45 year(s) but it should be relaxed for experienced candidate.
- ⇒ Experienced in developing annual, quarterly and monthly plans, budget and reports;
- ⇒ Able to provide technical guidance and mobilize logistic supports for, and supervise the project staff for effective implementation of project activities;
- ⇒ Day to day coordination and monitoring of project activities
- ⇒ Guide the project team in organizing communities and support community-based organizations for their organizational and technical capacity building;
- ⇒ Guide the project team in the Climate Change Adaptation and Innovation Piloting, activities maintaining quality and Environmental Compliance
- ⇒ Management capacity development of project staffs and volunteers through mentoring and coaching;
- ⇒ Coordination and maintain liaison with government bodies and key stakeholders;
- ⇒ Any other tasks assigned by management.

### **Core Competencies:**

- ⇒ Familiar with the bio-physical and socio-economic conditions of the Central Coastal Districts of Barguna.
- ⇒ Skills in project cycle management;
- ⇒ Good understanding on issues of Disaster Risk Reduction and climate change, Anticipatory Action, gender equity, protection and multicultural intervention.
- ⇒ 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.

### **Compensation & Benefits:**

The salary package is Monthly BDT 64,000, 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.
- 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 PSEA 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.
- **Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.**
- Women are highly encouraged to apply.
- **No perpetrator of violence and abuse including Sexual exploitation, harassment and abuse against women and children needs to apply for this position.**

**Apply Procedure:**

Candidates with the required qualifications must be submitted updated CV with a cover letter to: [recruitment@jagonari.org](mailto:recruitment@jagonari.org) by mentioning the Job Position in the subject line of email or post/drop in box: (To, Coordinator HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or **December 28, 2025**.

Please ensure that, incomplete applications generate an immense administrative burden for our organization. As a general rule, submission of incomplete Job Application Format will be excluded from consideration.