Vacancy Announcement

Job Title   : Project Officer (Finance and Admin)
Number of positions   : 01
Location   : Patuakhali Sadar and Kalapara Upazila under Patuakhali district.
Project period   : Up to 31 August, 2026.
Reporting to   : Coordinator Finance.

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 Cantered 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 Officer Finance and Admin for this project. Overall, the Project Officer for Finance and Administration plays a crucial role in ensuring the smooth operation of the Anticipatory Action Project by managing financial resources effectively, administering project activities efficiently, and facilitating coordination among stakeholders

1. **Financial Management:**

Budgeting: Develop, monitor, and update project budgets in coordination with project managers and stakeholders.

Financial Reporting: Prepare regular financial reports, including income statements, balance sheets, and cash flow statements, to track project expenditures and financial performance.

Expense Management: Manage project expenses, ensure adherence to budgetary guidelines, and identify cost-saving opportunities.

Grants Management: Oversee financial aspects of grants received for the project, including compliance with donor requirements and reporting.

Procurement: Coordinate procurement processes for goods and services required for project implementation, ensuring compliance with organizational policies and donor regulations.

2. Administration:

Office Management: Manage day-to-day administrative tasks such as office supplies, equipment maintenance, and utilities.

Administrative Support: Provide administrative support to the Project Manager in organizing meetings, workshops, and other project-related events. Assist in project documentation and reporting, ensuring accuracy and timeliness.

Human Resources: Assist in recruitment processes, maintain personnel records, and facilitate employee on boarding and off boarding procedures.

Contract Management: Maintain contracts with vendors, consultants, and service providers, ensuring compliance with terms and conditions.

Documentation: Maintain project documentation, including contracts, agreements, and correspondence, in an organized and accessible manner.

3. Project Coordination:

Coordination: Serve as a focal point for communication and coordination between project teams, partner organizations, and stakeholders.

Monitoring and Evaluation: Support the implementation of monitoring and evaluation activities to assess project progress and impact.

Reporting: Assist in the preparation of project reports for internal and external stakeholders, providing updates on project activities, achievements, and challenges.

Risk Management: Identify potential risks to project implementation and develop strategies to mitigate them ensuring project objectives are achieved effectively and efficiently.

4. Compliance and Audit:

Compliance: Ensure compliance with organizational policies, donor regulations, and legal requirements related to finance, administration, and project implementation.

Audit Support: Facilitate internal and external audits by providing necessary documentation, responding to queries, and implementing audit recommendations.

5. Qualifications:
- A Masters/Bachelor's degree in finance, accounting, business administration, economics, or a related field is often required.
- Minimum of 3 years of experience in project implementation as Finance and Admin Officer, preferably in climate resilience or disaster management projects.
- Have a good knowledge on use tally Software.

6. Compensation & Benefits:

The salary package is Monthly BDT 49,500, 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 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, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or before **December 08, 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, submission of incomplete Job Application Format will be excluded from consideration.