

JOB DESCRIPTION



Job Title	: Upazila Coordinator (UC)
Number of Vacancy	: 02
Project Duration	: 01 January 2026 to 31 December 2026
Project Location	: Barguna Sadar, Taltoli and Patharghata Upazila in Barguna district.
Reporting to	: Project Coordinator, JAGO NARI
Duty Station	: Project Office, Barguna Sadar/ Taltoli/Pathorghata with frequent travel to field location
Project	: Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) & Climate Risk Insurance (CRI)
Position Type	: Full-time (Project-based)
Organization	: 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 Upazila Coordinator (UC) will ensure effective field-level coordination and implementation of project interventions. The UC will be responsible for coordinating all project activities at the Upazila level, maintaining liaison with local administration and stakeholders, supporting field teams in implementation of Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Information (CRI) initiatives, and ensuring proper documentation, visibility, and learning throughout the project lifecycle, in compliance with the Field Level Agreement (FLA), WFP protection standards, and JAGO NARI policies.

Key Responsibilities for this Position:

Project Coordination and Implementation:

- Coordinate and oversee day-to-day project activities at the Upazila level in line with approved project plans and timelines.
- Support field teams in the effective implementation of Anticipatory Action (AA), Shock Responsive Social Protection (SRSP), and Climate Risk Information (CRI) interventions.
- Ensure alignment of field activities with project objectives, donor requirements, and organizational policies.
- Support monitoring of project progress and identify implementation challenges at the Upazila level.

Coordination with Local Administration and Stakeholders:

- Liaise and maintain strong working relationships with Upazila administration, Union Parishads, Disaster Management Committees (DMCs), and relevant government departments.
- Facilitate coordination meetings with local authorities, community leaders, and partner organizations.
- Support integration of project interventions with existing government plans and systems.

Community Engagement and Capacity Support:

- Support community-level engagement activities ensuring inclusion of women, children, and vulnerable groups.
- Assist in organizing and facilitating trainings, workshops, and awareness sessions at the Upazila and community levels.
- Support implementation of gender-sensitive and child-friendly approaches across all field activities.

Learning, Documentation, and Visibility:

- Facilitate lessons learned, reflection, and experience-sharing workshops at the Upazila level.
- Ensure proper documentation of project activities, best practices, success stories, and case studies.
- Support visibility of the project through coordination of field visits, photo documentation, and communication materials in line with donor and organizational guidelines.

Administrative and Reporting Support:

- Provide administrative and logistical support for field-level meetings, trainings, and events.
- Assist the Project Coordinator in preparing field-level reports, activity updates, and documentation.
- Ensure timely submission of required reports and information from the Upazila.

Other Requirements:

- Travel frequently to project sites, sometimes in remote or challenging conditions; at least
- Minimum 75% 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.

Required Qualifications & Experience

- Bachelor's/Master's degree in Social Sciences, Disaster Management, Environmental Science, Development Studies, or a relevant field.
- Minimum of 3 years of relevant experience in project coordination or field-level implementation, preferably in DRR, climate resilience, or humanitarian projects.
- Experience working with local government institutions and community-based organizations.
- Strong coordination, communication, and interpersonal skills.
- Knowledge of Anticipatory Action, SRSP, CRI, or early warning systems will be an advantage.
- Understanding of gender equality, child protection, and social inclusion principles.
- Ability to work independently and as part of a team in challenging field settings.

Working Conditions

This is a field-based position requiring extensive travel within assigned unions. Flexible working hours may be required during emergencies or peak implementation periods.

Compensation & Benefits:

The salary package is Monthly BDT 38,000, 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 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.