

Job Description

Job Title	: Project Coordinator
Number of positions	: 01
Location	: Taltoli Upazila in Barguna district
Project period	: June 2026 to December 2028
Reporting to	: Director Program.
Salary & Benefits	: BDT-50,000.00 and other benefits.

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, Food security & livelihood, Disaster Risk Reduction, and Education. Recently JAGO NARI is going to implement a new project in the DRR & Climate Change field with the technical support of **Oxfam in Bangladesh**. The project title is **“Bangladesh Cyclone Preparedness and Inclusive Shelter Resilience Project in Barguna District”**. The outcome of the project is Strengthening inclusive disaster preparedness through Shelter-Centric Anticipatory Action (SCAA) and Vulnerable households recover livelihoods and improve food security to withstand future climate shocks. In this connection, JAGO NARI is seeking a Project Coordinator for this project. The Project Coordinator will play a key role in leading and managing a comprehensive climate resilience project with a focus on food security and livelihood, Shelter-centered anticipatory action in collaboration with local communities, institutions, and disaster management committees. The Project Coordinator will oversee the planning, implementation, financial management, 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 maintain some responsibilities that are given bellow.

Responsibilities:

1. 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 Shelter-centered Anticipatory Action, 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, Budget tracking and monitoring of the project activities.
- Support to implementing Cash for work, livelihood grant, DMCs formation and activation, Boat platform installation, establishing food and fodder bank, vulnerability profiling.
- Support to carry out different training on DRR, IGA, and WASH.
- Support to carry out the WASH related initiatives; installation of tube-well, resilient latrine, effort to reduce water-borne diseases.
- Support adaptation and mitigation initiatives at community level
- Raise awareness about disaster preparedness, climate risks and sustainable practices

- Develop and implement risk reduction plans for cyclone preparedness.
- Support to conduct awareness sessions and training on disaster preparedness at Union and community level.
- Support & supervise the field staff to achieve the project implementation on time.

2. Capacity Building and Training:

- Design and implement training programs for volunteers, DMCs, Shelter Management committee, women group, on anticipatory action, DRR.
- Develop training module & conduct training on alternative Income Generating Activities (IGA) and WASH
- Facilitate community-based risk analysis and vulnerability assessments, ensuring active participation from all stakeholders.
- Collaborate with relevant departments for consultation on risk analysis/assessments.
- Support staff development initiatives, communicate with team members, field staff, and stakeholders.

3. Community Engagement and Action Plans:

- Facilitate the development of localized, Shelter-centered Anticipatory Action.
- Support to establish a volunteer pool at Union level.
- Conduct Household Economy Analysis and pre-crisis assessments.
- Leason with UNO, PIO, LS, CPP at Upazila level.

4. Learning and Advocacy:

- Share lessons learned with humanitarian actors and advocate for gender-sensitive early action strategies.

5. Reporting & Communication:

- Develop and submit accurate monthly work plans and reports to the line manager, copying the DRR Focal 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.
- Leason with relevant government departments and keep them updated on the project's progress and achievements regularly.

6. Qualifications:

- Master's degree in a relevant field (disaster management, livelihood, environmental studies, climate science, etc.).
- Minimum of 5 years of experience in project management, preferably in resilience or disaster management and livelihood projects.
- Strong knowledge of Shelter-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.

7. Compensation & Benefits:

The salary package is Monthly BDT 50,000 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with 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 **May 04, 2026**.

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.