JOB DESCRIPTION

Job Title : Project Coordinator
Number of positions : 01
Job Location : Barguna district
Reporting to : Director Program
Name of Project : Resilience Innovation Program- Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI)

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 **WFP**. The project title is **"Resilience Innovation Program- Anticipatory Action (AA), Shock Responsive Social Protection (SRSP) and Climate Risk Insurance (CRI)".** 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 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 anticipatory action in collaboration with local communities, institutions, and disaster management committees. The Project Coordinator will oversee the planning, implementation, 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:

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 community-based risk and vulnerability assessments.
- Manage the implementation of early warning systems, including the installation of monitoring systems.
- Support to staff to facilitate different type of training at community level.
- 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 and monitoring

Capacity Building and Training:

- Design and implement training programs for volunteers, DMCs, youth forums, Cyclone shelter management committee and meteorologists on anticipatory action.
- Facilitate community-based risk analysis and vulnerability assessments, ensuring active participation from all stakeholders.
- Collaborate with relevant departments for consultation on risk analysis assessments.

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Early Response Initiatives:

- Develop and oversee the dissemination of sector-specific advisory messages.
- Identify gaps in existing Early Warning Systems and propose improvements.
- Enhance access to early warning information through innovative solutions.

Community Engagement and Action Plans:

- Facilitate the development of localized, child-cantered early action plans based on risk assessments.
- Conduct Household Economy Analysis and pre-crisis assessments.
- Promote child-cantered anticipatory action and pilot agromet FARRM school initiatives.
- Collaborate with funding agencies for opening funding windows for anticipatory action initiatives.

Learning and Advocacy:

- Establish and facilitate Anticipatory Action forums and disaster risk management frameworks.
- Share lessons learned with humanitarian actors and advocate for gender-sensitive early action strategies.
- Collaborate with national and global Anticipation Hubs for evidence generation.

Reporting & Communication:

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

Qualifications:

- Master's degree in a relevant field, preferably in Climate Science, Disaster Management, Environmental Studies, or a related discipline.
- Minimum 5 years of relevant experience in project management, preferably in climate resilience, disaster management, or related projects.
- Strong knowledge of child-centred 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 effectively with diverse stakeholders, including government agencies, NGOs, and communities.
- Familiarity with MEAL activities and project evaluation processes.
- Strong organizational and leadership skills.
- Age: Maximum 45 years. However, the age limit may be relaxed for highly experienced and otherwise qualified candidates.

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Compensation & Benefits:

The salary package is Monthly BDT 64000.00 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with the organization's policy.

Safeguarding and PSEAH Commitment

JAGO NARI is committed to maintaining a safe and respectful environment free from Sexual Exploitation, Abuse, and Harassment (SEAH). All employees/consultants/suppliers/vendors engaged by JAGO NARI are required to comply with the organization's Safeguarding and PSEAH policies and to perform their duties in a professional, ethical, and respectful manner. Any violation of these standards, including acts of sexual exploitation, abuse, harassment, or other safeguarding misconduct, may result in the immediate termination of the employment/consultancy contract and any other appropriate action deemed necessary by JAGO NARI.

Child Safeguarding Commitment.

JAGO NARI is committed to protecting the rights, dignity, and well-being of all children and takes a strong stance against child abuse, exploitation, neglect, violence, and child labor. All employees are required to comply with JAGO NARI's Child Safeguarding Policy and Code of Conduct and to uphold the highest standards of child protection throughout their employment. Any violation of these standards may result in disciplinary action, including termination of employment, and referral to the appropriate authorities where applicable.

Additional Information.

- 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.
- 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, Director-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2nd floor) college road, Barguna) on or before **September 03, 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.

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