

Job Description

Job Title	: Project Manager (only for female candidates)
Project Title	: ALOKITA–Advancing Livelihoods, Opportunities, Knowledge, Inclusion Transformation & Action
Number of positions	: 01
Location	: Barguna Sadar Upazila
Project period	: May 2026 to September 2027
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 Livelihood, women empowerment & Climate Change field. The project title is **“ALOKITA–Advancing Livelihoods, Opportunities, Knowledge, Inclusion Transformation & Action”**. The outcome of the project is increased women's leadership, participation, and gender-equitable decision-making at household and community levels, increased income and livelihood resilience for women, youth, and farmers through climate-resilient and diversified economic opportunities and improved child well-being, nutrition, hygiene practices, and community health awareness. JAGO NARI is seeking a Project Manager for this project. The Project Manager will play a key role in leading and managing a comprehensive climate resilience project with a focus on livelihood, women empowerment, Gender equity, WASH, Nutrition. The Project Manager 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:

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.
- Ensure effective implementation of multi-sector programs across livelihood, WASH, nutrition, women empowerment, and cyber safety.
- Integrate gender-sensitive and inclusive approaches in all project components. 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 livelihood grant, Support adaptation and mitigation initiatives at community level
- Raise awareness about 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.

2. Capacity Building and Training:

- Design and implement training on Gender, leadership, communication, access to rights and information as per the needs of the community.
- Training on alternative Income Generating Activities (IGA)
- 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 to staff development initiatives, communicate with team members, field staff, and stakeholders.

3. Community Engagement and Action Plans:

- Conduct participatory community assessments (PRA/FGDs) to identify needs related to livelihood, WASH, nutrition, women empowerment, and cyber safety.
- Develop community-led action plans ensuring inclusion of women, youth, and vulnerable groups.
- Establish and strengthen community groups (women's groups, WASH committees, youth clubs, and digital safety groups).
- Facilitate regular community meetings to review progress, challenges, and local solutions.
- Promote behaviour change through awareness campaigns on hygiene, nutrition practices, gender equality, and cyber-crime prevention.

4. Learning and Advocacy:

- Develop and implement a Learning Agenda to capture insights across livelihood, WASH, nutrition, women empowerment, and cyber safety interventions.
- Document best practices, case studies, and success stories from field implementation.
- Facilitate periodic reflection sessions with project teams and community stakeholders to identify lessons learned and adapt strategies.

5. Reporting & Communication:

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

6. Risk Management & Compliance:

- Identify project risks (including safeguarding and cyber risks) and implement mitigation strategies.
- Ensure compliance with organizational policies, donor guidelines, and legal frameworks.
- Promote safeguarding, child protection, and data privacy standards.

7. Qualifications:

- Only female candidates are eligible to apply for this position.
- Master's degree in Development Studies, Public Health, Social Sciences, or related field
- Strong proficiency in spoken and written English will be an added advantage.
- Minimum 03 years of experience in project/program management in development sector, preferably in climate resilience or disaster management projects.
- 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.
- Age Limit: Maximum 45 years; however, the age limit may be relaxed for experienced and qualified candidates.

8. Compensation & Benefits:

The salary package is Monthly **BDT 50,000** and other admissible benefits will be provided as per the project provision aligning with the organization's policy.

9. 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.

10. 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.

11. 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.
- 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.
- 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 **October 29, 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.