Job Description

Position title	**:** Project Coordinator (female candidate is preferred)
Project Title	**:** She Leads the Shore: Women's Climate Justice and Recovery in Coastal Bhola District of Bangladesh
Number of Positions	**:** 01
Technical Support	**:** UN Women
Project Location	**:** Bhola Sadar & Charfasson Upazila in Bhola District.
Employment Type	**:** Project-based / Contractual
Duration	**:** 15 October 2026 to 30 September 2028
Reporting To	**:** Director Program, Project Focal/DRR Focal.

1. Position Summary

JAGO NARI is a non-governmental development organization working in the central coastal region of Bangladesh. The organization focuses on women's empowerment, Climate Change Adaptation (CCA), Disaster Risk Reduction (DRR), Health and Nutrition, Food Security and Livelihood, and Education. JAGO NARI works to promote gender equality, community resilience, sustainable development and the rights of vulnerable and marginalized communities. JAGO NARI is going to implement the project titled **"She Leads the Shore: Women's Climate Justice and Recovery in Coastal Bhola District of Bangladesh"** with technical support from UN Women. The project aims to strengthen women's leadership in local climate governance and peace building, promote climate-smart and nature-based livelihoods for women and young women, and enhance gender-responsive knowledge, dialogue and community advocacy to promote inclusion, social cohesion and peace. In this context, 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 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:

1. **Project Planning and Implementation:**
   - Lead the overall implementation and management of the project in accordance with the approved project proposal, results framework, work plan, budget and implementation guidelines.
   - Develop and operationalize annual, quarterly and monthly implementation plans in consultation with the project team and relevant stakeholders.
   - Ensure timely and quality implementation of all project activities across Bhola Sadar and Charfasson Upazilas.
   - Provide technical and operational guidance to the project team to ensure effective implementation of planned interventions.
   - Regularly review project progress against the approved work plan, budget, targets and performance indicators.
   - Identify implementation gaps, operational challenges and emerging risks and take appropriate corrective measures.
   - Ensure that project activities are implemented in a participatory, inclusive, gender-responsive and conflict-sensitive manner.

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- Conduct regular field visits to monitor implementation quality, provide technical support and assess project progress.
- Ensure that project interventions respond to the needs, priorities and realities of women, young women, Fisherfolk and other climate-vulnerable communities.
- Facilitate project review meetings and periodic planning sessions with the project team.
- Financial management, Budget tracking and monitoring of the project activities.
- 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.
- Technical Leadership on Gender-Responsive Climate Governance and Women's Leadership
- Climate Vulnerability Assessment and Community-Based Resilience Planning
- Women's Economic Empowerment and Climate-Smart Livelihood Development
- Peace building, Conflict Sensitivity and Social Cohesion
- Stakeholder Coordination, Networking and Partnership Development,
- Financial Management, Budget Monitoring and Resource Utilization
- Monitoring, Evaluation, Accountability and Learning (MEAL)
- Reporting, Documentation and Donor Compliance
- Risk Management, Safeguarding and Organizational Compliance

2. **Capacity Building and Training:**
   - Design and implement training programs for volunteers, DMCs, women group, on livelihood and DRR.
   - 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:**
   - Facilitate the development of localized, Shelter-cantered Anticipatory Action.
   - Support to establish Union-level Women's Climate Peace Committees (WCPCs) in accordance with project guidelines.
   - Ensure inclusive representation of women, young women, Fisherfolk and marginalized communities in the committees.
   - Organize regular meetings of WCPCs and facilitate participatory discussions on climate justice, women's rights, disaster preparedness, recovery and peace building.
   - Strengthen the leadership, negotiation, advocacy, communication and conflict-resolution capacities of WCPC members
   - Conduct Household Economy Analysis and pre-crisis assessments.
   - Lesson 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.

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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.
- Lesson with relevant government departments and keep them updated on the project's progress and achievements regularly.

6. Qualifications:

- Female candidates will be given strong preference for this position.
- Master's degree preferably climate science, disaster management, environmental studies, etc.
- Minimum of 5 years working experience in project management, preferably in climate resilience or disaster management projects.
- Strong knowledge of Shelter-cantered 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.
- Age Limit: Maximum 45 years; however, the age limit may be relaxed for experienced and qualified candidates.

7. Compensation & Benefits:

The salary package is Monthly BDT 50,400 and other admissible benefits. Yearly increments and other benefits will be provided as per the project provision aligning with the organization's policy.

8. 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.

9. 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.

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10. 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 **November 11, 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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