

Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the Astha Project from 01 October 2023 to 31 March 2026 supported by the Rupantar and funded by the Swiss Agency for Development and Cooperation (SDC)/Switzerland Government in Khagrachari Hill District.

Name of the post: District Coordinator (01 position).

Grade/Level: B1

Contract Type: Fixed Contract (Project Duration)

Job Location: Head Office, TUS

Report to: Program Manager/Executive Director, TUS

Salary and Benefits: As per the budget line of the approved project.

Project Duration: 1st October 2023 to 31st March 2026.

Requirement of Experience: A minimum of 10 years of relevant experience including 7 years in different managerial positions, and the candidate must be capable of handling the donor and project affairs independently.

Educational Qualification: Master's degree in Sociology, Social Work, Social Welfare, Anthropology, Development Studies, and other relevant subjects from any recognized University.

Other competencies and Skills:

1. Computer skills in MS Word, Excel, PowerPoint and Internet Utilities.
2. Excellent interpersonal communication skills and ability to work independently and as part of a team.
3. Knowledge and experience in working with Local Government Institutions and line departments.
4. Willing to work with a very remote community and having working knowledge of CHT local languages.
5. Previous work experience with TUS is considered as special competency.

Overall Responsibilities:

The District Coordinator will be responsible for;

1. Work under close guidance/supervision of the Executive Director/Program Manager for coordination of the project.
2. Responsible for overall project implementation, management and follow-up, coordination with development partners and key stakeholders and acts as the focal person of the project.
3. Maintain effective communication channels with project stakeholders, including project lead NGO, partner organizations, team members, senior management, govt. administration and other GO-NGOs. Provide timely updates, address concerns, and manage expectations.
4. Manage the implementation of the project activities within the assigned district, ensuring adherence to project objectives, timelines, and quality standards. Coordinate with project team members, partners, and stakeholders to ensure effective execution of project activities.
5. Maintain effective working relationships with key stakeholders, including government agencies, community leaders, NGOs, political actors, elected representatives, youth and civic groups to ensure their support and active participation in project implementation.
6. Guide and lead the project team in project implementation. S/he monitors and supervises the project staffs as per schedule or work plan and ensures effective communication within the team. S/he fosters a collaborative and productive work environment.
7. Lead the process of developing various forums, platforms or committees in Khagrachari Hill District and Upazila level under the project. Ensure the involvement of beneficiaries or members in the forum as prescribed in the project proposal.



8. Establish and maintain effective communication with project key beneficiaries including youth groups, civic groups, women and marginalized groups.
9. Ensure regular field movement and support the Field Officers to conduct regular meetings, workshops, consultations, trainings and other project events with targeted stakeholders as well as gather feedback, address concerns, and promote ownership of the project.
10. Support the Monitoring and reporting Officer to implement the monitoring plans and tools to track project progress, outcomes, and impact. Ensure the collection of necessary project data, including quantitative and qualitative.
11. Advocate for the needs and rights of the target population of Khagrachari Hill District, representing the cluster in relevant forums, meetings, and networks. Support the development and implementation of communication strategies to conduct awareness campaigns.
12. Capture and recording of data and necessary documents, ensure sharing of information, success stories, and best practices. Collaborate with media outlets, community leaders, and other stakeholders to promote visibility and support for program initiatives.
13. Conduct monthly staff coordination meetings, trainings, conferences, seminars and workshops.
14. Support developing monitoring tools, training modules, IEC materials and annual reports.
15. Spend 60 % of his/her working time in the field and 40% at the TUS office.
16. Keep records on financial and project-related documents.
17. Produce regular activity reports and other periodic reports mentioning the progress update to meet the timely requirement of project management as well as govt. administration.
18. Prepare monthly/annual work plans and produce regular activity reports on a monthly, quarterly, and annual basis and produce success stories/case studies and project completion reports and submit to the Executive Director and Rupantar/donor.
19. Coordinate internal and external affairs required for smooth project activities implementation.
20. Share updated information with the Executive Director.
21. Implement any official decisions taken by the concerned authority from time to time.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to **Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 21 September 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **22 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website (www.trinamulchtd.org). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 23 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.

Women and person with disability will be given priority.

Note: Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.

Convener
Recruitment Committee
Trinamul Unnayan Sangstha.