

## 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 **Partnership for Resilient Livelihoods in CHT Region (PRLC)** a 38 months project supported by Manusher Jonno Foundation (MJF) and funded by European Union. The project aims to contribute to poverty reduction and improve the livelihoods of extremely poor households in the Laxmichari Upazila of Khagrachari district.

**Name of the post:** Project Coordinator (01 position, only female candidate can apply for this position).

**Grade/Level:** B1

**Contract Type:** Fixed Contract (Project Duration)

**Job Location:** Branch Office, Laxmichari Upazila and Head Office, TUS

**Report to:** Program Manager/Executive Director, TUS

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

**Project Duration:** 24 September 2023 to 31 October 2026.

**Requirement of Experience:** A minimum of 7 years of relevant experience is required, and the candidate must be capable of handling the project affairs independently.

**Educational Qualification:** Master's degree in Sociology, Social Work, Social Welfare, Anthropology, Development Studies, Nutrition OR Bachelor in Agriculture (BAG), BSc in Animal Husbandry, BSc in Fisheries and other relevant subjects from any recognized University.

### Other competencies and Skills:

1. Ability to manage the process effectively, work under pressure and maintain strict deadlines.
2. Having computer skills in MS Word, Excel, PowerPoint and Internet Utilities.
3. Excellent interpersonal communication skills and ability to work independently and as part of a team.
4. Working knowledge of any of the significant CHT local languages would be an added advantage.
5. Good command of both English and Bangla.
6. Knowledge of Coordination, leadership, community engagement and relationship building.
7. Knowledge and experience in working with Local Government Institutions and line departments.
8. Good networking, communication, negotiation and interpersonal skills.
9. Experiences in working with a partnership approach.
10. Good report-writing and presentation skills.
11. Willing to work with a very remote community.
12. Previous work experience with TUS is considered as special competency.

### Overall Responsibilities:

The Project Coordinator will be responsible for;

1. S/he works under close guidance/supervision of the Executive Director/Program Manager for coordination of the project.
2. S/he is responsible for overall project implementation, management and follow-up, and coordination with development partners and key stakeholders.
3. S/he guides the project staff in project implementation.

4. S/he pays regular visit to Groups and HHs in project areas and ensure the project activities are going in the proper direction toward achieving its proposed objectives.
5. S/he acts as the focal person of the project.
6. She/he will develop project implementation strategies and guidelines.
7. She/he will conduct monthly staff coordination meetings, trainings, conferences, seminars and workshops.
8. S/he guide and support to develop of monitoring tools, training modules, IEC materials and annual report.
9. S/he spend 40 % of his/her working time at field, 40% at Branch Office and 20% at TUS office.
10. S/he prepares regular/monthly work plans.
11. S/he keeps records on project-related documents and financial records.
12. She/he will prepare monthly and quarterly progress reports and submit to the Executive Director and MJF.
13. She/he will prepare success stories/case study, annual reports and project completion report and submit to the Executive Director.
14. She/he will coordinate internal and external affairs required for smooth project activities implementation.
15. S/he shares updated information with ED.
16. S/he implements 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 19 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 **20 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website ([www.trinamulchtbd.org](http://www.trinamulchtbd.org)). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 22 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.