



Request for Submission CV

Trinamul Unnayan Sangstha (TUS), a local NGO based in Khagrachari invites applications from permanent residents from Khagrachari Hill District for the following position below, under “Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh” project funded by Penny Appeal.

Job Title	Project Coordinator (Female candidates will be given priority)
Project	Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh
Grade	G-B
Job Location	Head office, Khagrachari Sadar
Contract Type	Fixed Term (Project Duration)
Reporting to	Programme Manager or Executive Director
Salary, Benefit and Budget Line (this line shall not be published)	As per approved budget line.

About the Project

In the Chittagong Hill Tracts (CHT), orphaned children who have lost only their father and living with mother in women headed household are similarly imperiled to those who have lost both parents. These orphaned children and their families are extremely vulnerable due to an enormous challenge for single mothers to initiate economic activities on their own and often face multi-forms of stigma, exclusion, discrimination and barriers. Most of the orphaned children are forced to leave school to work as child labourers to support their family or leave the school as they simply cannot afford fees/expenses relating to education.

Aiming to create an enabling environment where orphaned children enjoy their rights and dignity through community led sustainable support, TUS is implementing Penny Appeal funded project “Sofol (Success): Integrated Support for the Lifelong Success of Orphaned Children in Bangladesh” at two upazilas i.e. Dighinala and Laxmichari in the Khagrachari hill district. The project will build and strengthen families and communities’ capacities to provide a supporting environment for orphaned children by providing appropriate supports and access to basic services on an equal basis and protect orphaned children from all forms of abuse, violence, exploitation and discriminations. The key components of the project are; 1). Quality Education for orphaned children through school and out of school learning mechanism; 2). Financial Security for orphaned guardians through creating sustainable income generating opportunities; 3). Health & Wellbeing of orphaned children promoted through ensuring WASH and nutrition facilities; and 4). Increased access to social protection schemes by linking orphaned children’s families to the service providers.

Reporting and Staff Supervision:

The position shall report to the Programme Manager/Executive Director and shall be responsible for supervising the entire team consisting of staff from diverse cultural background and ethnicity.

Position Requirements:

- The position requires to have experience on child protection, solid knowledge and practical experience on community-based development programme and strategic approach to create access public services (such as health, nutrition, social safety nets, etc.), sustainable livelihood development, promotion of inclusive environment and social cohesion.
- The position requires to have strong working background on early childhood development, child protection, case management, psychosocial support to vulnerable children especially orphaned children and their families.
- The position requires skills and expertise on community and stakeholder mobilization, networking and coordination with counterparts in private, public and community development sectors.

- The position requires to have knowledge on the governance system, cultural and ethnic diversity in the Chittagong Hill Tracts, women and child rights standards, etc.
- The position requires to have experience and skills on project management, partnership management, planning, budgeting and financial planning and management, monitoring and evaluation, Real-time Management Information System, shared-learning, reporting and documentation.
- The position requires to have experience and skills in maintaining coordination, managing multi-cultural team and teamwork, sensitivity to ethnic and cultural diversity, gender and women empowerment.

Duties and Responsibilities:

General

- Provide technical support to the programme and ensure that all program activities are carried out in accordance with best practices and policies;
- Provide technical support to the team members for successful implementation of the project.
- Ensure regular communication with the multi-level management in order to provide updates on achievements and challenges.

Staff Supervision & Development

- Maintain open and professional relations with team members, promoting a strong team spirit and providing oversight and guidance to enable staff to successfully perform in their positions;
- Provide bi-weekly and/or monthly group supervision sessions to field staff;
- Ensure timely completion and submission of probations reviews and annual performance reviews;
- Support recruitment of project staff.
- Ensure training, support and ongoing capacity building opportunities for staff on technical and project management skills;
- Conduct trainings to Child Protection and other staff members of other partners and parties to sensitize on Child Protection issues and build capacity across programs.

Grant Planning & Implementation

- Responsible for the overall achievement of two Child Protection grants;
- Support implementation and ensure adherence to grant work plans, spending plans and monitoring and evaluation plans;
- Work closely and coordinate with all staffs.

Partnership Management

- Develop and maintain effective working relationships with partners;
- Ensure regular performance monitoring of partners to achieve the set project's objectives;
- Ensure regular technical support and guidance to partners in accordance with partnership agreements;
- Advocate with peer agencies, government and other stakeholders to promote timely and quality care for children.

Representation – External & Internal Coordination

- Actively develop and maintain effective working relationships with key stakeholders, including donors, government actors, international agencies and local NGOs, and other relevant actors;

Programme Development

- Contribute to the development of the Child Protection sector strategic direction for responding to children harmed and at risk of being harmed;
- Contribute to proposal development activities (narrative and budget) through planning and program design with relevant field-based staff and ensure technical standards are taken into consideration;



- Coordinate with other staffs to receive and provide input and support regarding responses for children harmed and at risk of being harmed.

Monitoring and Evaluation

- Develop and maintain effective and efficient oversight, support, quality control and reporting systems and processes;
- Ensure appropriate M&E tools are in place and are effectively used for the monitoring and evaluation of the activities;
- Perform case audits and client satisfaction surveys to ensure the quality of the activities offered;
- Manage staff that report into monitoring and evaluation systems in order to ensure data quality and timeliness in reporting;
- Monitor and consolidate information collected from weekly and staff activity reports;
- Ensure high-quality programming according to international minimum standards and best practices;
- Support data analysis and information dissemination to the appropriate coordinating mechanisms, field teams, beneficiaries and project teams accordingly.

Other

- Consistently and proactively monitor/assess the safety and security of field teams; promptly reporting concerns or incidents to TUS management and liaising with relevant parties as required to maintain/enhance the security environment for programs;
- Other duties as assigned by the supervisor to enable and develop programs.

Education and other qualifications:

- Master's degree in Sociology, Social Work, Social Welfare, Anthropology, Development Studies, Nutrition and other relevant subjects from any recognized University.
- Skills in Microsoft Office 365, Cloud based conference platforms

Experience:

- Minimum 5 years of professional experience of which minimum 2 years as Project Coordinator or manager.
- Experience in multi partner/consortium and donor funded project.
- Experience in CHT is preferred.

Language Requirements: Excellent in reading, writing and speaking in English and Bangla. Understanding of CHT indigenous language(s) and Chittagonian dialect will be an added value.

CV submission Procedure:

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) and address to the Executive Director, Trinamul Unnayan Sangstha through **email: cvdrip2tus@gmail.com by 26 September 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope/email's subject.

Only competent candidates will call for viva-voce. TUS does not pay any TA/DA for attending the interview.

Ripan Chakma
Executive Director
Trinamul Unnayan Sangstha.

Ripan Chakma
Executive Director