

Project Manager
Eco-Social Development Organization (ESDO)
Vacancy 01

Job Context

Eco Social Development Organization (ESDO) is a well reputed national NGO established in 1988 and working in 29 Districts of Bangladesh. ESDO in partnership with Water Aid Bangladesh is going to implement the “Addressing WASH crisis in low income settlements of garment workers in Mirpur, Dhaka.”

Job Description / Responsibility

- The Project Manager will be responsible to ensure the overall smooth implementation of Project activities by proper planning, designing and monitoring of the activities in a participatory way at the field. He/she will be responsible for preparing/review budget and budgetary control; staff development and overall project management. The Project Manager ensured an effective monitoring in planning and smooth implementation of Project activities in community level. His key responsibility was to establishing and maintaining an effective reporting system for the project including approval of mPMIS and other project data which is verified by the Project Engineer cum Monitoring Officer. This position is fully project area based and will be reportable to the management as per the organogram of (ESDO). He/She will ensure receiving technical support from donor agency and keep collaboration with LGIs authority for ensuring the project activities and achieving the beneficiary as per target.
- • Major areas of responsibility
- • Specific Tasks
- • Planning and guidance to project staffs
- • Developing effective implementation plan in participatory processes with project staff and involving the community and other relevant stakeholders.
- • Analyze the local context in relation to WaSH situation and incorporate in the planning.
- • Monitor the monthly, quarterly and yearly plan of the project, implementation status and achievement.
- • Monitor the plan of actions of the CDO, Project Engineer cum Monitoring Officer and Finance & admin Officer of the project and ensure guidance for achieving the results.
- • Ensure, manage and conduct the WaSH inventory in the project area.
- • Realistic planning of staffing consulting with line management
- • Monitoring on budget and share with senior staffs of the project.
- • Ensure budget breakdown for all relevant activities and get prior necessary approval.
- • Ensure special focus on community mobilization, hygiene promotion and behavior change communication considering sustainability.
- • Coordination and Program Implementation
- • Interaction with community people and supervise closely how effectively staffs are performing their task complying guidelines and give feedback.
- • Responsible for enhancing the community awareness for ensuring the sustainability of different implementations of output phase.
- • Realize social culture, behavior, practice and believes of the community people and to observe how effectively Program staffs are collecting data/information from intervention areas and give feedback.
- • Communicate regularly with LGIs management and update the project activities.
- • Guide and assist the community and project staffs identifying the community mobilizers who will actually act as change agents in the community.
- • Assist project staffs to select project participants to attend in various workshops.
- • Coordinate project coordination meetings and relevant meetings
- • Guide senior project staffs organizing orientation, training, workshops, rallies, seminars etc. as and when required
- • Ensure individual monthly schedule of the project staffs
- • Ensure the monthly and quarterly water, sanitation and hygiene beneficiary achievement as per set plan
- • Coordinate with project participants, community people, elite, leaders, local govt. representatives and stakeholders associated directly/indirectly into the project activities,
- • Coordinate with WaterAid Bangladesh, LGIs authority and other government offices for the sake of the project interventions.
- • Organize relevant coordination meetings in the project area with stakeholders.
- • Field visit
- • Prepare field visit schedule/plan at the beginning of the month and submit to line management of the organization.
- • 60% field work to assist in implementation project activities and other 40% desk work for planning, communication and necessary documentation and reporting.
- • Program and financial reporting and documentation

- Ensure preparing and submission of relevant progress reports (Quantitative and qualitative) as per project need and agreed with management (Monthly, quarterly and annual).
- Responsible for preparing/review budget and budgetary control; staff development and overall project management.
- Assist and guide Project Engineer cum Monitoring Officer for preparing these reports and required documentation as per project need.
- Collect good practices and success stories and include into reports.

Job Nature Full-time

Educational Requirements

Educational Requirements : : MSC/BSC engineer with urban WASH experiences to be considered with other similar degrees with minimum 6 years work experience of which 3 years managerial experience.

Experience Requirements 5 to 7 year(s)

Job Requirements

- Age 30 to 50 year(s)
- Expected competencies of the position:
- MSC/BSC engineer with urban WASH experiences to be considered with other similar degrees
- At least 5-7 years working experiences at WaSH projects of which 3 years of managerial experience.
- Must have knowledge and proven experience of Urban WASH project, project management & implementation, financial management, monitoring, staff supervision & development, networking with local govt. and other stakeholders,
- Excellent skills on report writing in English,
- Computer skill on MS Office,
- Have quick decision making and problem solving capability and to meet deadline.
- Should have valid driving license and willing to drive Motorcycle.

Job Location Mirpur, Dhaka.

Salary Range Tk. 50000 – 50000 BDT: 50000/- Other **Benefits** N/A

Apply Instruction

Applications should reach within **25.05.2018** with a detailed CV including contact cell phone number, 02 copy recent passport size photographs, photocopy of all academic and experience certificates through post office/courier service/hand to hand to the following address. Only short listed candidates will be called for interview. written exam and interview will be organized in Dhaka. ESDO do not tolerate any child abuse.

Apply to: APC-HRD
 ESDO Gobinda Nagar (college para)
 Thakurgaon-5100, Bangladesh
 Application Deadline : **May 25, 2018**