

VACANCY ANNOUNCEMENT

The Village Education Resource Center (VERC) is a national level voluntary organization. The organization is registered under the Bureau of NGO Affairs and the Ministry of Social Welfare, whose certificate numbers are 133 and Dha - 02272 respectively and it is also registered with the Microcredit Regulatory Authority (MRA) with certificate number 01275-00523-00017. With funding from Green Climate Fund (GCF) and Palli Karma-Sahayak Foundation (PKSF), VERC is going to implement a project "**Extended Community Climate Change Project – Drought (ECCCP - Drought)**" in selected 04 (Four) unions of Manda Upazila under Naogaon District. Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

Name of Position: Project Coordinator – 01 (One Position)

Responsibilities:

- Provide overall leadership and management for the ECCCP-Drought project implementation.
- Develop and implement the project work plan, ensuring efficient and timely execution of activities.
- Oversee the performance of the VERC-PMU team, including Technical Officer (Engineer), Accounts cum MIS Officer and 02 (Two) Community Mobilization Officers.
- Monitor and track project progress against objectives and indicators, identifying and addressing any challenges or deviations.
- Ensure efficient coordination with PKSF & VERC Managements, partner NGOs and other stakeholders.
- Liaise with relevant government agencies and local communities to facilitate project implementation.
- Prepare and submit regular progress reports, financial reports, and other required documents.
- Represent the project at meetings, workshops, and other events.
- Manage project budget and ensure sound financial management practices.
- Identify and implement strategies to ensure project sustainability beyond the project period.
- Perform any other duties assigned by PKSF & VERC Managements.

Education and experience:

- Master's degree in Geology; Bachelor's degree in Environmental/Civil/Agricultural Engineering or Bachelor's degree in any field with 05 years of experience, including at least 03 years working on a GCF-funded project.
- Having 3rd division/class or equivalent CGPA in any examination will incur ineligibility.
- At least 05 years of professional experience in project management, preferably in water resources in drought-prone areas.
- Proven experience in team leadership, communication, and stakeholder engagement.
- Excellent analytical, reporting, and presentation skills.
- Strong understanding of project management methodologies and principles.
- Experience working with government agencies and local communities in Bangladesh is an asset.

Other qualifications:

- Knowledge of drought, climate change adaptation, water management, and agriculture in the context of Bangladesh, particularly Barind region.
- Fluency in English and Bengali languages is essential.
- Must have a valid motorcycle driving license.
- Must have a professional membership with the Institution of Engineers, Bangladesh-IEB (where applicable).

Age:

- Maximum 45 years. Can be relaxed for the candidates with 03 years' experience in GCF-funded project.

Job location:

- Manda upazila under Naogaon district.

Salary and other admissible benefits:

- Monthly gross salary will be BDT 55,000/- (including all taxes).
- 02 (Two) Eid bonuses (50% of gross salary) and 01 (One) Nobo Borsho bonus (10% of gross salary) are provided annually.
- Mobile phone bill allowance of BDT 800 per month is provided.
- Travel allowance of BDT 5,000 per month is provided.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph and copies of other relevant papers addressing to the Executive Director, Village Education Resource Center (VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 26 August 2024. The VERC Management reserves the right to cancel the recruitment process whole or in part without any reason.

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Village Education Resource Center (VERC) is a national level voluntary organization which is registered by the NGOAB (Reg-133), Social Welfare Department (Reg-Dha-02282/89) and MRA (Reg-01275-00523-00017). In partnership with CARE Bangladesh, Village Education Resource Center (VERC) is going to implement a project titled “Women Thrive in Bangladesh Activity Project” at in Gazipur and Chattogram districts. Recruitment against the following project position will be made for implementation of the project interventions:

Name of Post: Trainer (Factory)

Monthly salary range: 30,000(Monthly)

Age limit: 30-40 Years.

Job Location: Gazipur/Narshingdi /Chattogram /Mymonshing /Savar /Narayanganj districts

Major Responsibilities:

The role of Trainer will provide training in the factory of the project in promoting decent and dignified works. Trainer will be responsible for organizing and conducting quality of training closely with CARE Training Officer in Factory. S/he will be delivering training, and implementing training plans in close participation with factory management and CARE.

Educational Requirements:

- Bachelor's degree in any discipline.

Additional Requirements:

- 3 years (at least 2 years in development program management/ project coordination, work with garments workers is preferred)
- P.A.C.E -Certified trainers will have an advantage.
- Competencies: Develop and implement factory training plan.
- Factory Trainer will facilitate the factory and community level training following the training plan of the project. S/he will be responsible for facilitating, monitoring and following up training activities and the participants.
- S/he has to be part of developing training module and innovative materials.
- S/he has to facilitate and assist project management for arrangement of training/workshops for
- factory and others relevant service as per project approach and implementation plan.
- S/he will facilitate consistent availability of logistic and materials for practice and learning by workers with support from factory management.
- S/he also responsible for maintaining appropriate and purposeful liaison with factory management,
- factory focal parson, local service providers for referral linkage activities.
- The position will be also responsible to build capacity and provide continuous support to factory
- committees for enhancing their skills.
- Responsible to prepare training report, participant's profile, data input case study and pre-test and post-test.
- Ensure effective training session focus on project activities.
- To take lead role in case of any survey/study in the project
- Skills: Strong ability in problem solving and decision-making
- Planning, budgeting, and financial management skills
- Team building, HR management skills
- Strong ability to deal with beneficiaries, community, local elites and government officials.
- Skilled in documentation, facilitation, presentation and reporting
- Excellent skills using commonly used software MS Word, MS Excel, Power point, internet and email communication
- Excellent communication skills in Bangla and in English
- Candidate should have positive attitude regarding Gender/PSEA, Child Safe Guarding and Code of Conduct.
- VERC authority reserves the right to accept/reject any applications without assigning any reason.
- The shortlisted candidates will be invited to appear for the examination.

Note: In case of candidates with more experience age limit may be relaxed. Women and persons with special needs are equally eligible to apply for the said post.

Interested candidates are requested to apply with full confidence along with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers should reach the Executive Director, Village Education Resource Center, B-30, Ekhlash Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 25 August, 2024.