

## **VACANCY ANNOUNCEMENT (Re-Advertisement)**

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 13 May 2024. The VERC Management reserves the right to cancel the recruitment process whole or in part without any reason.