

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. In partnership with Save the Children, VERC is going to implement Oporajita Phase 2 project in Savar and Gazipur area. **Project Goal is** “Improved lives of women garment workers by securing access to **protection, educational, and social services for their children**, fostering a climate-resilient and technologically advanced environment that enhances their **overall well-being and empowers** them to thrive.”

Recruitment against the following project position will be made on urgent basis for implementation of the project interventions:

Position: Project Manager - (01 position)

Duration: June 2025 to November 2027

Job Summary:

VERC is seeking an experienced and dynamic Project Manager to lead the Oporajita Phase 2 Project. The role includes overall planning, implementation, supervision, budget management, donor coordination, and reporting. The PM will ensure smooth project operations and effective delivery of outcomes, while also contributing to advocacy and stakeholder engagement at local and national levels.

Job Description / Responsibility:

- The Project Manager will be responsible 100% of her/his time for this project.
- She/ he will be responsible for preparing, implementing and monitoring project plans & budget
- Ensure supportive supervision to the team to achieve the project objectives.
- Conduct regular field visits and provide strategic guidance and on-the-job support to the project team.
- Play lead role to develop annual plans, periodic reports, and documentation of learning, case study and relevant documents as per requirements of project.
- The position holder will be committed to the protection of children from all forms of abuse and exploitation following the safeguarding policy and procedures.
- She/He is required to carry out the duties in accordance with the organizational PSEA and Child Protection policy.
- Plan, implement and monitor budget and take proactive measures to keep the burn rate at an expected level.
- Coordinate with internal support functions e.g., accounts, finance, admin, HR department etc. to ensure the smooth operation of the project.
- Arrange training programs, meetings with management committees, different other stakeholders including LGI, Garments owners, government officials/agencies etc.
- Lead local level advocacy efforts and support in national level advocacy
- Coordinate with the visitor, evaluation, and/or audit teams.
- Take any necessary steps with the consent of the VERC authority and the Donor in cases of emergency needs of the project.

- The Project Manager will be also responsible for conducting other works assigned by the Senior Management of the organization relevant to the project.
- He/ She will be responsible for representing the project at internal and external platforms from local to national level.

Employment Status:

Contractual

Educational Requirements:

- Master's degree from a reputed university and preferably in social science disciplines, development and humanitarian studies and relevant subjects. This will be flexible for people with relevant work experience.

Experience Requirements

- At least 8 years' experience in the development sector especially in the area of child rights, child protection, human rights, education and other relevant issues.
- At least 3 years managerial experience in reputed development organization in Bangladesh.

Additional Job Requirements:

- Age 30 to 45 years(s)
- Excellent English/ Bangla language skills.
- Excellent communication and influencing skills.
- Computer skills on MS word, Excel, Power point.
- Proven track record of project management and excellent project finance management skills.
- Excellent relationship management skills.
- Professional qualifications in project management will be an added advantage.
- Finally, selected candidate will be required to respect, follow and uphold the organization's Child Protection Policy, Prevention of Sexual Exploitation and Abuse (PSEA) Policy, Gender Policy and the organization's Code of Conduct and others policies in their personal and professional lives.
- VERC authority reserves the right to accept/reject any applications without assigning any reason. Only shortlisted candidates will be invited to appear for the examination.
- Note: In case of candidates with more experience; age limit and educational qualification would be relaxed. Women and persons with special needs will get preference.

Job Location: Gazipur.

Working Area : Savar and Gazipur

Salary: Taka 50,000-55,000 (Monthly) and others facilities will be applicable also based on available the project budget.

Safeguarding Statement: VERC reserves the Safeguarding Policy of high importance and commits to rigorous procedures to ensure all our personnel and programs are safe for children. All candidates will be, therefore, subject to strict background checks.

Interested candidates are requested to apply with a complete resume highlighting details of experience and achievements, 2 (two) copies of passport size photograph (attested) and copies

of other relevant papers addressing the Executive Director, Village Education Resource Center, B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 latest by 15 June 2025.

Md. Yakub Hossain

Executive Director

VERC

Name of Job Portal: bdjobs.com

VERC Website