



Gana Unnayan Kendra (GUK)

Job Description

Name of the Position: Project Coordinator (Water Governance)

Name of the Project: Trans-boundary Rivers for Our Sustainable Advancement (TROSAs)

Responsibilities:

The responsibility of Project Coordinator is to know the project objectives and the targets and its place within the overall purpose, culture and manner of the organization and abide by all the principles and ensure their achievement. S/he must have the knowledge and understanding of the rights of women, men, children and disabled persons in all spheres, including rights of access to and control over natural resources. S/he must have empathy for the marginalized and a drive to work to end all forms of marginalization. He/she will extend all possible cooperation in implementing the projects successfully with honesty and cordiality.

Responsibilities	Tasks
Planning & Program Implementation	<ul style="list-style-type: none">• Making project implementation plan and submit it to the line supervisor;•• Ensuring the implementation of project activities as per guideline and plan• Ensuring timely delivery of all deliverable with due quality
Financial Management	<ul style="list-style-type: none">• Project expenditure planning;• Ensuring timely project expenditure and reporting in compliance with agreed standards;• Attesting and sorting out all kinds of bill voucher as per project budget;• Managing project assets complying to the agreed standards;
Team management and development	<ul style="list-style-type: none">• Orientation of team members about the project;• Distributing work and responsibilities among staff and supervise accordingly to ensure good performance;• Extending necessary cooperation to team mates for skill development of programme implementation;• Abiding by the human resource development and management principles and ensuring all facilities to the staff as per principles;• Ensuring field based monitoring and implementation of workers' duty;• Extending cooperation in achieving target of all workers;
Monitoring, reporting and documentation	<ul style="list-style-type: none">• Set project targets and indicators in consultation with relevant project focal point (s) at Oxfam in Bangladesh• Maintaining database in line with different project indicators to keep track of progress made in line with different indicators set during project planning or afterwards• Internal monitoring of project activities and achievements and reporting to Oxfam accordingly in due format• Preparing different documents and preserving as per the need

Responsibilities	Tasks
	<ul style="list-style-type: none"> of projects; Giving information as per need of NGOAB and any govt. organization;
Communication	<ul style="list-style-type: none"> Maintaining communication all time with upper line supervisor; Maintaining necessary communication with concerned responsible officers of others section/department of the organizations; Maintaining necessary communication with concerned donors by responsible officers; Maintaining necessary communication with local administration of project area, local government, civil society, concerned all government and non-government organization and community people;
Advocacy and Lobbying	<ul style="list-style-type: none"> Maintaining good relation, necessary advocacy and lobbying with concerned person's of local administration, local government and different governments and non-government organizations for establishing right and facilities of project involved persons; Arranging propagation of print and electronic media for extensive publicity and people's involvements of project activities; Assisting to develop localized advocacy and communications tools for enhancing the achievement of project targets and influencing the relevant stakeholders

Authority and Accountability:

Project coordinator is totally responsible for all his/her activities to the Chief Executive. He/she will perform his/her duty through Director directly on behalf of the Chief Executive.

Responsibility of Supervision

Project coordinator will supervise and monitor all project activities of staff members working under her/his direct supervision.

Condition of Works:

- Her/his responsibilities will be limited to her/his project working areas only;
- S/he may have to spend 80% time of her/his gross work in the field for implementing project activities;
- S/He must perform her/his duties any time at any disaster or emergency situation as per the direction of the authority;
- Normally he/she will have to spend six days eight hours working time daily in a week. Friday is weekly holiday;
- S/he may be expected to work in additional time or holiday for the interest of the project activities besides normal work hours if deemed necessary for target achievement within admissible limits set by the labor law of Bangladesh;
- S/he may have to perform additional responsibilities upon request by authority apart from above mentioned duties and works within the organizational mission and vision.

Signature of Project Coordinator

Signature of Chief Executive