

Vacancy Announcement



PRIP Trust, a national Capacity Building NGO will be implementing the project titled “APARAJITA: Political Empowerment of Women”, with funding from Swiss Agency for Development and Cooperation(SDC) for a period of four years in the Districts of Sylhet, Sunamganj, Moulvibazar, Habiganj, Sherpur, Jamalpur, Rajshahi, Chapai Nawabganj, Satkhira, and Gopalganj.

The objective of this Project is to build the confidence, knowledge and capacity of Elected Women Representatives and to encourage networks of mutual support so that they can fulfill their obligations to their electorate and contribute to making local Government and local service provision more responsive, especially to the needs of women. PRIP Trust is seeking applications from the qualified candidates for the following position to implement the above mentioned Project.

Program Coordinator (National Focal Point) **(Position-01)**

Role:

Program Coordinator (National Focal Point) will be responsible for planning, organizing, coordination and monitoring of the APARAJITA Project interventions. S/He will ensure consultative process of planning and implementation as well as effective and timely implementation of the project. S/He will also provide administrative and technical assistance required by the Project, Networking NGOs, Elected Women Representatives (EWR), Local Government Institutions and other strategic stakeholders.

Duties and Responsibilities:

SL. #	Duties	Specific Tasks
1.	Planning the project	<ul style="list-style-type: none"> • Define the scope of the project in collaboration with the Project Director and other Professionals. • Contribute to create a work plan specifying the areas activities of NGO coordination. • Determine the objectives and measures upon which the project will be evaluated at its completion.
2.	Organize Capacity Building of NGO's Networks, Volunteers for promoting dialogue, sharing experiences	<ul style="list-style-type: none"> • Execute the project component according to the project plan. • Lead, supervise, and monitor program implementation process of the project component; • Ensure efficient implementation and development of activities within the thematic area assigned; • Follow up the progress of the project component and make adjustments as necessary to ensure the successful completion of the project; • Arrange Round table meeting with networks, public platforms and association members for sharing the opinions and Establish linkage with print and electronic media , and Network to gather wider support for change in legislative Frame Work with a position paper for Policy Advocacy at different levels in LGI, and at the highest national level; • Conduct workshop along with EWR, technical expertise of information and relevant companies for developing national helpline • Develop/partnering National Helpline; • Promote interaction with the Parliamentarians;

SL. #	Duties	Specific Tasks
		<ul style="list-style-type: none"> • Conduct Press conference on Policy Advocacy on relevant issues with various stakeholders; • Conduct Talk show with TV channels, develop Documentary films, Connect with Community Radio with EWR;
3.	Manage the Project Component	<ul style="list-style-type: none"> • Ensure project reporting on the status of project indicators, critical milestone, risks and changes to key factors such as implementation, timing, resource allocation • Supervise the project personnel working under his/her control according to the policies and procedures of the Project and evaluate their performance in delivering individual outputs as described in their Job Description. • Ensure that all project personnel receive an appropriate orientation to the organization and the project. • Assist the Project Director in contracting appropriate and qualified Consultants as and when required • Provide project related technical briefs, manuals, case studies, best practices. • Share good practice – e.g. coaching/mentoring roles, facilitating EWR-constituency engagement, watchdog functions, EWR-led monitoring, IEC material use, Research, etc. on Women's Political Empowerment • Conduct monthly meeting for institutionalization of the Networks for Policy/ Advocacy on specified themes • Conduct courtyards meeting for sharing good practices, Mediation,/ Shalish for improvement of the systems • Publish articles, news in the national newspapers newsletters bi-monthly and publish through WEB-SITE.
4.	Evaluate the project component	<ul style="list-style-type: none"> • Ensure that the project deliverables are on time, within budget and at the required level of quality • Evaluate the outcomes of the project component as established during the planning phase.
5.	Miscellaneous	<ul style="list-style-type: none"> • Any other activities as per requirement of the project;

Required Qualifications and Competencies

- Educational qualification must be Master in Social Science (MSS) or relevant subject.
- Minimum 7- 10 years of similar working experience in NGOs or Development Sector and at least 02 years of experience in the similar position under Local Government Project.
- Ability and Willingness to work under pressure.
- Good oral and written communication skill both in English and Bangla.
- Basic computer knowledge

Salary Range

- TK.75,000-82,000/-

Other Benefits

- Yearly festival bonus, Yearly increment, other benefits as per project budgetary provision.

If you meet the above requirements, please send a complete CV along with a cover letter, all relevant certificates and two copies of recent PP size Photographs, photocopy of National ID card, name and address of two non-relative referees to the Executive Director, PRIP Trust, House#72, Road # 8/A, Dhanmondi R/A, Dhaka-

1209 on or before 29th December 2011. Applicants are requested to write the name of the position applied for on the top of the envelope. Only short listed candidates will be called for interview.

Women are especially encouraged to apply.