

Job Description (JD)

Name of the Project: SUSHIL: Supporting the Unity and Sustainability of Civil Society Organizations (CSOs) to uphold Human rights, national Integrity, and rule of Law in Bangladesh

Designation: District Coordinator

Location of Posting: District Level

Type of Contract: Contractual

Duration: Up to December 2023 and extension depending on availability of fund.

Number of Position: 01

Salary and Benefits: 30,000.00 (BDT)

Job Summary

The **District Coordinator** will be responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations' activities and adherence to logistic, human resource, administration, and security procedures. He/she will coordinate all the CSOs and CSO members to support basic Capacity development, event facilitation, CSO mobilization, dissemination of information and encourage access to project information and service. The district Coordinator is required to adhere to human rights, rights-based approach, peace, and conflicts, CSO and good governance, gender justice as well as digital security. At the regional/district level, the district Coordinator will report to the FSTP organization management. The District Coordinator will coordinate the CSOs to support them and their alliances to carry out their work and advance their mandates.

Key Responsibilities (not limited to)

- The District Coordinator will be responsible for coordinating overall day-to-day Management of CSO mobilization activities, implementation and developing draft plans and following up with CSOs.
- Facilitate all project related activities from Dhaka coordination of co-applicant and other knowledge partner, capacity development of CSOs. Organizing events, training at district level.
- Depending on the context and project needs, the district Coordinator will implement the district strategy integrating different GOB authorities and legal service providers, etc. programs in collaboration with AAB. The District Coordinator will provide general support, guidance, and serve as focal point during program planning, grant writing, and reporting.
- Ensure that EU guidelines are maintained and enforced while working with CSOs.
- Coordinate in terms of file and store data of the CSOs in compliance with the information sharing protocol developed at the donor level.
- Contribute to the identification of risk of CSOs and ensure proper documentation.
- Coordinate CSOs in terms of providing direct support and identifying vulnerable CSOs including basic information counselling and assessment of CSO needs, developing an action plan and implementing the plan.
- Ensure the principle of HRBA approach in all the engagements.
- Maintain positive coordination and relationship with other partners in the field to promote holistic approach to project implementation and management.

- Liaise with relevant stakeholders to address gaps in CSO activities and services and referral protocols.
- Contribute to the collection of information needed for M&E activities and progress towards indicators.
- The District Coordinator will oversee opening, closing and/or regular running of one or more bases including management of all or part of CSOs, program support activities, administration, and security of the base as well as coordination with different on the base level. He/She will also coordinate to ensure that to all procedures and donor regulations applicable to projects implemented in the regions with regards to program, logistics, security, HR, and administration are closely followed.

Educational Qualification and experiences

- Master's/bachelor's degree in social science, political science, Law or related field.
- Substantial knowledge regarding program management on field level.
- Minimum three years' experience working with NGOs, grassroot CSOs, social service, HRBA, and advocacy.

Technical Skills

- Good communication and representative skills and ability to conduct training and awareness.
- Excellent Computer skills
- Good organizational and management skills
- Ability to multitask and deal with stressful situations.
- Ability to adapt within the working environment.
- Ability to work in a team setting.

Desirables

- Ability to work under pressure and meet deadlines.
- Excellent interpersonal communication skills.
- Experience in participatory planning, implementation, and monitoring
- Team player with strong experience in multi-cultural and multi-ethnic environments.
- Good experience in working with INGOs and CSOs is preferred.