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Description automatically generated Job Advertisement**

**Association For Alternative Development (AFAD)** is looking for a suitable candidate for the following Position:

**Project Focal Person (PFP)/ Project Coordinator**

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| Project Name: | **To**wards **G**reater **E**ffectiveness and **T**imeliness in **H**umanitarian **E**mergency **R**esponse (ToGETHER) Project |
| Location of Posting | Kurigram, Bangladesh |
| Types of Contract: | Fixed Term |
| Duration | 33 Months (up to April 2027) |
| Start Date | 1st August 2024 |
| Reporting to | Chief Executive, AFAD |
| Salary and Benefits | BDT 70,000 per month with other admissible benefits such as mobile allowance and festival bonus on a pro rata basis, etc. |

**Job Summary:**

AFAD is women-led non-governmental organization from norther Bangladesh. With the support of the Malteser International and German Federal Foreign Office, AFAD is implementing in a consortium the localisation program “**ToGETHER** - **To**wards **G**reater **E**ffectiveness and **T**imeliness in **H**umanitarian **E**mergency **R**esponse”. The first phase of the program was successfully implemented for four years from March 2020 to April 2024 in Asia, Africa and Latin America and offered an opportunity to five local or national organisations in each of the eight participating countries to jointly develop and undertake capacity strengthening and exchange measures in order to reinforce their institutional and operational capacity to effectively respond to humanitarian crises. The second phase of the program (ToGETHER 2.0) starts on May 1, 2024, and will end on April 30, 2027. ToGETHER 2.0 also creates a space for establishing complementary partnerships and promoting local partners’ roles as leading local actors in humanitarian action.

For more details on ToGETHER Project see website: <https://together-for-localisation.org/>)

We are seeking a dynamic and experienced Project Focal Person/Project Coordinator who will be for project implementation MEAL, finance, admin for the project. This role is pivotal in ensuring the project's objectives are met efficiently and effectively, with a strong emphasis on enhancing local outreach, knowledge exchange, and operational impact.

**Key Responsibilities include (Not limited to)**

* **Project Leadership:** Oversee the implementation of ToGETHER project, ensuring alignment with project goals and timelines.
* **Monitoring, Evaluation, Accountability & Learning (MEAL):** Develop and implement robust MEAL frameworks to track project progress, evaluate outcomes, and ensure accountability.
* **Capacity Building:** Mentor and support local partners and consortium members to strengthen their capacity in humanitarian response and innovation.
* **Strategic Guidance:** Provide strategic direction on gender-sensitive humanitarian assistance, innovation in emergency response, and anticipatory humanitarian action.
* **Coordination and Collaboration:** Foster collaborative relationships with Local Humanitarian Partners (LHPs), Consortium Partners, Country Project Unit (CPU) and the GFFO to promote a risk-sharing model for localized humanitarian action.
* **Reporting:** Prepare comprehensive reports on project activities, progress, and challenges for donors and internal stakeholders.
* **Budget Management:** Monitor project expenditures and ensure adherence to budgets.
* **Learning & Knowledge Management** Facilitate the learning process, document and prioritize the findings in an appropriate form, and share them with relevant stakeholders. Facilitate knowledge management of relevant stakeholders/actors, including exchanging and reviewing experiences, lessons learned, and best practices.

**Qualifications and Experience**

* Master's degree in a relevant in relevant field such as Social Sciences/Sociology, Economics, Development Studies, humanitarian Studies etc. or relevant discipline.
* Minimum of 5 years of progressively responsible experience in project management within humanitarian or development contexts.
* Demonstrated expertise in MEAL methodologies, including designing and implementing monitoring and evaluation plans.
* Proven ability to work effectively in multicultural and multidisciplinary teams, with strong leadership and mentoring skills.
* Excellent written and verbal communication skills in both English & Bengali.
* Familiarity with humanitarian innovation, gender mainstreaming, and anticipatory humanitarian action will be added value.
* Previous experience working with government agencies, international donors, and/or humanitarian organizations is an advantage.
* Proficiency in using Microsoft Office applications and project management tools.
* **Female candidates are encouraged to apply**.

**Application Process**

Interested candidates should submit a cover letter and CV to [*afadkuri@gmail.com*](mailto:afadkuri@gmail.com) by 11th of July 2024. Please include “**Project Focal Person/Project Coordinator – ToGETHER Project**” in the subject line. Only shortlisted candidates will be contacted for interviews.