

VACANCY ANNOUNCEMENT

Village Education Resource Center (VERC) is a national level voluntary organization which is registered by the NGOAB (Reg-133), Social Welfare department (Reg-Da-02282/89) and MRA (Reg-01275-00523-00017). In partnership with UNICEF, Village Education Resource Center (VERC) is going to implement a title project "Provision of improved sanitation facilities in the Rohingya refugee camps. Lot-3: Camp 8W" Project at Ukhiya Upzila in Cox's Bazar district. Recruitment against the following project position will be made for implementation of project interventions:

Name of Position: Project Manager - Based at Ukhiya, Cox's Bazar

Job Description/Responsibilities:

Responsibility # 1: Planning and Field Operation - Prepare action plan and ensure timely implementation with quality and standards, support key staff to ensure that they deliver deliverables on time with cost and quality standards, capacity development of Field Engineer/WASH Officer/Volunteer/Technician for WASH facilities maintenance-related activities. Monitoring/follow-up of new construction work and regular maintenance work of all WASH facilities and take effective steps to keep the facilities functional.

Responsibility # 2: Coordination and Team Management - Coordinate project activities and distribution of responsibilities among the project senior staff to organize the monitoring and tracking system of all components of the project. Maintain coordination and liaison with sectors actors, UNICEF, Site Management, RRRC Office, CIC Office, local administration and other stakeholders, maintain networking and regular communication with service providers of respective camps, maintain a local operational communications network and good relation with local government authorities, donor representatives, UN agencies and other international agencies.

Responsibility # 3: Supervision and Monitoring - Ensure regular monitoring and provide supportive supervision for all project interventions, extend supportive supervision through community consultation meetings, reporting/ communication.

Responsibility # 4: Finance and Logistics - Ensure timely request to obtain funds through submitting FACE form; DCT or reimbursement; ensure financial management with quality implementation planning. Procurement planning and logistics management, financial and project compliance to ensure quality implementation, proper utilization of project resources in line with the organizational policies and procedures.

Responsibility # 5: Documentation and Reporting - Ensure quality data collection and timely submission of reports, narrative and financial report to liquidate as per funding request through FACE form, ensure required documents through Kobo and ONA, prepare reports of concerned activities and maintain assigned documentation of the project process, prepare case stories in line with the WASH project strategy to show the value, impact and quality outcome of the project, support to M&D Officers preparing monthly and quarterly progress reports, ensure that all reports are delivered on time and in correct format, draft activity reports and any Annexes relating to specific activities for the donor's financial reports and/or amendments in coordination with UNICEF.

Academic qualification:

Bachelor in Engineering preferably in Civil/Environment Engineering

Additional Requirements:

- At least 05 years of WASH-related experience in the Rohingya Refugee Camp.
- 05-07 years of professional experience in the WASH program management including budgeting, proposal development, reporting and implementation.
- Practical project implementation experience in Rohingya refugee response.
- Excellent skills using commonly used MS Word, MS Excel, internet and email communication.
- Excellent communications skills.
- Works well under stress and meet deadlines
- Must have quick decision making and problem-solving capability.
- 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. Only women and persons with special needs are equally eligible to apply for the said post.

Salary Range: Taka **80,000.00** (Monthly) and others facilities will be applicable also based on available the project budget.

Project Location : Ukhiya Upzila in Cox's Bazar district.

Age limit: Age limit maximum 45 Years.

Interested candidates are requested to apply with full confidence along with a complete resume highlighting details of experience and achievement, 2 (two) copies of passport size photograph and copies of other relevant papers should reach the Executive Director, Village Education Resource Center(VERC), B-30, Ekhlas Uddin Khan Road, Anandapur, Savar, Dhaka-1340 by 21 December, 2024.