



Eco-Social Development Organization (ESDO) Project Operation Manager (POM)

Application Deadline: **9 Feb 2025**

Summary

Vacancy: **01**


Age: **at most 50 years**

Location: **Kurigram**

Maximum Salary: **Tk. 70000 (Monthly)**

Experience: **5 to 7 years**

Published: **3 Feb 2025**

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Requirements

Education

Bachelor's degree (Master's preferred) in Development Studies, Project Management, Agriculture, Environmental Science, or a related field. A higher degree MBA, MPH, or other degree will give an advantage.

Experience

- 5 to 7 years
- The applicants should have experience in the following business area(s):
NGO

Additional Requirements

- Age at most 50 years
- Both males and females are allowed to apply
- Proficiency in project planning, implementation, and results measurement.
- Expertise in M&E frameworks, financial management, and reporting.
- Strong advocacy, communication, and stakeholder engagement skills.
- Proficiency in Bangla and English (written and spoken).

Responsibilities & Context

- Eco-Social Development Organization (ESDO) started its journey in 1988 with a noble vision to stand in solidarity with the poor and marginalized. Being a peoples' centered organization, ESDO envisioned for a society which will be free from inequality and injustice, a society where no child will cry from hunger and no life will be ruined by poverty. Near about three decades of relentless efforts to make this happen, ESDO has embraced new grounds and opened up new horizons to help the disadvantaged and vulnerable people to bring meaningful and lasting changes in their lives. During this long span, ESDO has adapted with the changing situation and provided the most time-bound services especially for the poor and disadvantaged. A community focused and people centered approach has been adapted by ESDO while consideration was given to the national policy and Sustainable Development Goals (SDGs) as its guiding principle. ESDO is one of the most dynamic organizations expanding its development interventions across 408 upazilas under 53 districts of Bangladesh covering over 12 million poor and vulnerable people.
- The Project Manager (PM) will lead the Action to Climate Change for Ensuring Sustainable Solutions (ACCESS) project on behalf of ESDO, ensuring quality implementation, effective coordination, liaison, staff development, impact monitoring, and results measurement. The PM will drive demand-driven innovations and interventions. Additionally, the PM will uphold ESDO's commitment to gender equality, diversity, core values, and guiding principles. Based at the project office in Kurigram, the PM will allocate approximately 50% of their time to field activities.

Authority:

Directly supervise APM (M&E Officer), Finance and Admin Officer, Officer (DRR&CCA, Livelihood, Inclusion, Training and Advocacy and other staffs of the project

Reporting to

Focal and Executive Director

ESDO is inviting applications from interested qualified candidates for the following position.

Job Responsibilities

Coordination and operational leadership

- Take a leadership role in program planning, implementation, monitoring, and management, with adequate authority and accountability.
- Efficiently manage resources and monitor project impacts to ensure effectiveness.
- Adapt project operations to maintain quality implementation while managing diverse priorities.
- Initiate and expand innovative practices, considering regional dynamics, action research, documentation, and learning opportunities.
- Facilitate consistent information sharing among all staff to foster a unified understanding of the project.

- Maintain regular communication with the ESDO head office, cluster chief, project focal point, finance controller, and executive director.

Oversee field level integration of interventions and technical support and Monitoring.

- Conduct field visits to provide guidance and support to field staff.
- Monitor the project budget regularly and take timely actions as needed.
- Ensure cost-effective program implementation within the budget framework, maintaining expenditure rates at expected levels.
- Promote a facilitation approach among project staff rather than a direct service delivery model.
- Assist in organizing training sessions, workshops, and meetings.
- Identify issues related to integration, progress, and challenges during field visits.
- Perform sample checks on implementation and provide constructive feedback and guidance for staff improvement.
- Contribute to budget preparation and support/monitor its utilization.
- Guide the APM (M&E) Officer in developing and maintaining an effective M&E system.
- Lead data collection and analysis for baselines, periodic monitoring, case studies, special studies, and experience capitalization of the project.
- Mentor field teams to foster a culture of reviewing monitoring findings and implementing actions for qualitative improvements.
- Oversee program activities to ensure alignment with the M&E system.

Staff Management

- Provide guidance to project staff on planning and executing integration activities.
- Review and approve work plans submitted by project staff.
- Conduct staff coordination meetings on a monthly, quarterly, and annual basis.
- Ensure a gender-equitable, women-friendly, and inclusive work environment within the project office.
- Foster team spirit and a collaborative attitude among supervised staff.

Liaison different stakeholders

- Liaise and coordinate with consortium partners, government departments, private sector entities, local governments, and other stakeholders.
- Represent ESDO by attending external meetings, providing progress updates, and fostering collaboration.

- Maintain strong relationships with relevant units and programs within ESDO.
- Regularly coordinate with and share learnings from the field with ESDO's head office.
- Engage in district-level meetings with the Deputy Commissioner, Agriculture, Education, and other relevant departments.
- Actively participate in relevant networks to strengthen partnerships and advocacy efforts.

Safeguarding

- Ensure strict compliance with the safeguarding policy for children and young people. The Project Manager must guarantee that project staff, key stakeholders, and associates clearly understand the safeguarding policy. This includes conducting risk assessments and implementing mitigation plans before initiating activities involving children and young people. Additionally, ensure timely reporting and appropriate responses to any child protection or safeguarding incidents that may occur.

Reporting and Documentation

- Develop and review activity plans and targets, ensuring regular monitoring, reviews, and constructive feedback.
- Prepare periodic narrative and financial reports, ensuring their timely submission.
- Submit budgets on time, monitor financial performance, and ensure effective resource utilization.

Workplace

Work at office

Employment Status

Full Time

Job Location

Kurigram

Read Before Apply

ESDO has a Safeguarding & PSEAH policy to protect its employees and beneficiaries and any kind of discrimination, harassment, and abuse falls under ESDO "ZERO TOLERANCE" Policy. All employees are expected to abide by the PSEAH, Child Protection, Safeguarding, and Gender policy of ESDO.

ESDO does not tolerate any child & youth abuse. So, if you have any history of child & youth abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any Safeguarding abuse. So if you have any history of gender abuse in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any kind of extremism/terrorism. So if you have any history of extremism/terrorism in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

ESDO does not tolerate any corruption. So if you have any history of corruption in organization or personal life please abstains from apply here. After your selection or between the service periods if we found any misinformation, we will take legal action as per organization rules and county law.

*Photograph must be enclosed with the resume.

Apply Procedure

Hard Copy

Interested candidates are requested to submit their resume with a cover letter along with a recent Passport

size Photo, photocopy of all academic and experience certificates, NID card /Citizenship certificate including two references. Applications should reach within 09/02/2025 by 5.00 PM by post or Currier or hand-to-hand delivery to: Head of HR, ESDO, Collegepara (Gobindanagar), Thakurgaon-5100, Bangladesh or Apply through ESDO online career portal (<https://career.esdo.net.bd/>) by 09/02/2025 by 5.00PM.

Only shortlisted applicants will be contacted and called for interview.

Equal opportunity, promoting women & children rights is mandate of ESDO.

Apply URL:

<https://career.esdo.net.bd/>

Company Information

Eco-Social Development Organization (ESDO)

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Address:

Collegepara (Gobindanagar), Thakurgaon-5100 Bangladesh

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