

ROLE PURPOSE

Role Title: Project Coordinator

Division: Programs

Location: Sylhet

Date: 01/04/2025

Employment type: Fixed-term full time contract

Reports to: Senior Program Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The **Project Coordinator (PC)** is accountable for the workplan design and delivery of the project “Bangladesh insight: System Leadership Approach to Eye Health” (Sylhet).

The **PC** works to establish and coordinate key partnerships and advocacy to ensure effective program management and delivery takes place on time, within budget, and in line with the project goals, country strategy and FHF values. The role will be based in Sylhet with frequent travel throughout the region.

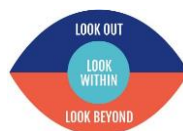
Key areas of accountability include:

1. Collaborating with partners and diverse stakeholders to manage high-quality programs, overseeing implementation, monitoring, and evaluation in the project in Sylhet division.
2. Engaging multifaceted partners across the community, serving as the main point of contact, and coordinating initiatives.
3. Professionally representing the organisation and advocating for its goals
4. Representing FHF in district, divisional and sub-district level meetings as per requirements
5. Coordinating and managing the field mobilizers.
6. Identifying, reporting, monitoring, and mitigating risks within projects and partnerships.
7. Preparing high-quality reports for management and donors, including field visit reports, quarterly and annual reporting.
8. Support in developing communication materials
9. Ensure that project activities are culturally appropriate, especially in the context of the district.
10. Managing project budgets according to policies.
11. Contributing to overall team objectives, to foster a culture of engagement and collaboration.
12. Collaborating with other teams to ensure effective communication and alignment of processes
13. Staying informed about industry trends and issues and proactively acquiring information to meet project objectives.
14. Undertaking additional tasks as requested to contribute to the success of project and The Foundation as well.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute to all interactions.



Essential Experience:

Experience

- Minimum of eight years of progressive work experience, preferably in the development sector with a local or international development organization.
- Minimum of 2 years of experience in coordinator or management position
- Experience in dealing with various departments at divisional and district level government offices, local and international donor organizations, and other partners.
- Demonstrated ability to successfully collaborate with diverse stakeholders.
- Experience and demonstrated ability to effectively manage programs and report writing.
- Demonstrated ability to maintain positive public relations with external stakeholders and partners.

Skills:

- Understanding of trends and standards in development work in Bangladesh
- Wide knowledge in development, SDG and health policies concepts

Desirable Experience:

Experience in coordination of public health project, eye health initiatives.

- Computer literate; experience in database management, and use of Microsoft packages such as Outlook, Word, PowerPoint, Excel, Access.
- General knowledge or understanding of Bangladesh government structure, local administration, inter relation among departments, warrant of precedence etc.

Knowledge and experience of Advocacy and networking at District and Subdistrict level administration.

Have skill in local (Sylhet) language.

Qualifications:

Relevant Bachelors degree or equivalent (e.g., Health Management, International / Community Development, Public Administration, Sociology, Public health).

Travel:

Yes

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognized as having “contact with Children”, either direct or indirect.

This position does involve “working with Children”. Effectively implement FHF Child Protection Policy measures in all work of FHF.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

Eligibility to work in Bangladesh.

Preparedness to undergo background checks including Criminal records check and qualifications check.

Preparedness to undergo an additional working with children check for positions which have been identified as having access to Children.

Availability to travel domestically and internationally.