

**Handicap International is looking for a Program Coordinator**

<b>COUNTRY: BANGLADESH</b>	<b>CITY : Dhaka with frequent travel (30-40%) to all Handicap International implementation areas across Bangladesh</b>
<b>Starting date: March 1, 2012</b>	<b>Length of the assignment: 2 years</b>
<b>Closing date for application: Jan. 31, 2012</b>	<b>Advertisement reference: PCOBANG0112</b>

Handicap International is an independent and impartial international aid organization working in situations of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

Handicap International is a not-for-profit organisation with no religious or political affiliation. It operates as a federation made up of a network of associations that provide it with human and financial resources, manage its projects and implement its actions and social mission.

For more details on the association: <http://www.handicap-international.fr/en/s/index.html>

**JOB CONTEXT**

Handicap International has been working in Bangladesh since 1997, with a focus on creating sustainable changes in terms of ensuring rights and inclusion of people with disabilities in society. Since 2007, Handicap International in Bangladesh is particularly active in the field of physical rehabilitation and to improve access to quality assistive technology in remote areas of the country.

Handicap International Bangladesh is also working in two register refugee camps and its surrounding communities to support community based rehabilitation, awareness rising and inclusion of persons with disabilities.

**JOB DESCRIPTION**Challenges and goals

Under the line management of the Country Director and in functional link with the Deputy Desk Officers based at Headquarters, your mandate will cover all projects within the program. You will be in charge of supervising the implementation of existing projects, and ensuring quality and coordination. You will also be responsible for taking the lead on all new program development opportunities.

Activities**Support to strategic program management and project development:**

- Provide support to the Country Director in the development and implementation of the program strategy.
- Lead and coordinate the project teams in the identification and assessment of opportunities to inform project development (feasibility studies, exploratory missions, need assessments, etc.). Coordinate and lead the project and program team in the formulation of new projects.
- Be responsible for the coordination and organisation of donor proposal writing and submission (concept notes, proposals, etc).

**Supervision and support on project implementation and project management methodology:**

- Assist, guide and supervise the project management teams in project implementation, monitoring and evaluation. Ensure Project budget management.
- Ensure project implementation follows Handicap International internal procedures and that it complies with donor contractual requirements (operations, finance, and logistics).
- Support and supervise the Domain Coordinators / Project Managers to ensure project activity implementation is on schedule.
- In close collaboration with the project teams, technical unit and the communication department, ensure the documentation of experiences and practices.

**Capacity development of project teams and support to domain coordinators and project managers in the effective management of their teams:**

- Ensure development and follow-up in career development plan for project staff. Monitor Individual Action Plans.
- Support Domain Coordinators / Project through participating in recruitment, positioning, definition and review of job descriptions, performance appraisals, etc.

- Provide the necessary support and mentoring to the Domain Coordinators / Project Managers in order to enhance their project management capacities.
- As a member of training committee, participate in decisions related to staff training, training plans, mobilisation of training resources including budgets.

#### **Networking, representation and partnership coordination:**

- When delegated by the Country Director, represent and promote the Program in front of the government authorities, development agencies, donors, stakeholders, and partners.
- Monitor and supervise the management of partnership contracts in link with project managers/domain coordinators when related to specific projects.
- Support the development and maintaining of positive and constructive partnership relations, smooth communication and cooperation between Handicap International and various actors.
- Participate in training/seminars/meetings at national, regional and headquarters levels. Represent Handicap International Programme at national and international events.

#### **Internal communication and coordination:**

- In close coordination with the Communication and Knowledge Management Coordinator, ensure that improved internal communication practice is in place, implemented and monitored.
- Ensure all information related to the disability movement and the socio-political development in the country is updated and shared with the project teams.
- Participate in monthly / quarterly team meetings and organize regular programming unit meetings for communication and coordination.
- Ensure high quality communication activities within Handicap International Bangladesh Program, for internal and external purposes.
- Actively participate in the development of a regional dynamic among Handicap International South Asian programs. Ensure networking, sharing of resources and capitalization and documentation of experiences.

### **CANDIDATE PROFILE**

#### Mandatory

- Masters in Social Science, Development Studies, International Relations or any other relevant field
- At least five years of senior management experience in the development and implementation of humanitarian programs
- Strong expertise in Project Cycle Management, development and project monitoring & Evaluation - Experience in donor proposal and report writing and submission
- Excellent ability to write project proposals/ reports, draft/edit a variety of written reports and communications and to articulate ideas in a clear, concise style
- Experience of leading, managing and developing a multi-disciplinary team
- Strong capacity on transfer of skills and capacity development
- HR management and finances skills
- Strong analytical and conceptual skills to think and plan strategically
- Ability to work under pressure with limited support

#### Complementary

- Previous experience in the field of physical rehabilitation / social inclusion / mainstreaming disability / Public Health / International Disability and Development is desirable.
- Experience in working in a low technically resourced country
- Previous experience of working in Handicap International is a plus.

### **REQUIRED LANGUAGE SKILLS**

Excellent English communication (spoken and written) skills

### **JOB ENVIRONMENT**

The Hill Tracts (Myanmar boarder and Indian border) is a zone where expatriates are not allowed to go except with an authorization from the government. Dhaka and the countryside are safe. Expatriates have to strictly follow the security measures in place.

This position can be accompanied, as there is access to an international-level school (French-English) and a hospital in Dhaka.

### **EMPLOYMENT CONDITIONS (depending on your experience)**

**Salary:** 2400 to 2800 € gross salary/month + 457 € net/month expatriation allowance + 50% of the medical cover taken in charge by Handicap International + repatriation insurance + indemnity for partner and children

**Or**

**Volunteer:** 750 or 850 € monthly indemnity + living allowance paid on the field + accommodation + 100% of the medical cover taken in charge by Handicap International + repatriation insurance + indemnity for partner and children

**Please send resume and covering letter with the reference [PCOBANG0112](#) to:**

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