



Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)

<https://sarpv.org/>

Recovery And Advancement of Informal Sector Employment (RAISE) Project

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Terms of Reference of Project Implementation Unit (PIU)

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) is launching a project titled ‘Recovery and Advancement of Informal Sector Employment (RAISE)’ jointly financed by the Government of Bangladesh and Palli Karma-Sahayak Foundation (PKSF). The goal of the project is to provide services that can enhance earning opportunities for low-income urban youth, and urban youth impacted by COVID-19.

The RAISE project has been implementing across the country through selected Partner Organizations of PKSF. As a Partner organization of PKSF, **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** will implement the RAISE project in its catchment area.

SARPV is a leading non-profit organization, committed to serve underprivileged communities since 1989. Our focus ranges from disability support to poverty alleviation, education, healthcare, and beyond. **Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV)** is seeking competent project management professionals for the RAISE project. The detailed Terms of Reference (ToR) of the positions are given below.

Position: Coordinator; Vacancy: 01

The Coordinator is responsible for the overall management of the project at the Project Implementation Unit (PIU) level. S/he will work under the direct supervision of the **Sr. Director-Development Program of SARPV**.

Major Responsibilities

- Plan and implement outreach and intakes program through community engagement, field visits &, interviews in consultation with respective officials of PKSF;
- Ensure enrolment process, training activities, graduation, employment and track project participants’ progress & report training outcomes;
- Prepare training plan, assess training effectiveness and take feedback from program participants & stakeholders regarding specific program;
- Organize dialogue, meeting, workshop, seminar, and other outreach programs with key stakeholders and facilitate training on various programs in time;
- Monitor project activities for ensuring quality of the program along with Environmental and Social Safeguard issues, Grievance Redress Mechanism (GRM) of the project and address them accordingly;
- Prepare monthly, quarterly and half yearly progress reports and submit to PKSF in time;
- Coordinate with microfinance team of organization and Project Management Unit (PMU) of PKSF; and
- Perform any other tasks assigned by the management.



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Educational and other Qualifications

- Master in Business Administration/Management/Finance/Economics/Development Studies/Social Work/Sociology/ Women and Gender Studies or BSc Engineering in CSE/EEE/Civil/Mechanical Engineering from any Govt. approved university;
- More than one 3rd Division/Class in any examination will not be accepted;
- Training in Project Management/Entrepreneurship Development will be treated as extra quality;
- Should have good operating skills in Microsoft Office package;
- Should have excellent communication and report writing skills both in Bangla and English.

Experience

- Minimum **10** years of experience including **5** years relevant experience in the development organization.

Age Limit: Maximum 50 years.

Work Station: Chakaria, Cox's Bazar; extensive field visit is required.

Assignment Duration: **Initially 1 year Contract (Renewable on the basis of availability of Project fund & Duration)**

Salary & Allowances: Consolidated Tk. 60,000/- (BDT Sixty Thousand) per month and **other admissible benefits (if available) as per Project rules** (Inclusive of all applicable Tax as per the law of Bangladesh)

Applying procedure: If the candidates feel that their qualification, exposure and experience match with our requirements, and they are willing to commit to our values and are sympathetic to our beliefs then please send your complete and updated CV by filling up the Google form link given below before the closing date. You have to give real and all information in the form. Interview session is expected to take place in a shortest time after the application deadline. ***Only shortlisted candidates will be contacted for the further selection process. Verification of Educational and professional experience certificates will be done after/during Interview.***

Google Form Link: <https://forms.gle/MnJSgGyDTMX4nxs87>

Last date of Application: 06/09/2024

Qualified women and People with disability are strongly encouraged to apply.

Social Assistance and Rehabilitation for the Physically Vulnerable (SARPV) the authority reserves the right to cancel one or any applications at any stage of the recruitment process.