

**Name of Position: Project Manager****Number of Vacancy: 01****Nature of Job: Project Staff****Job Duration: For 10 months****Job Location: Ukhia/Teknaf****Application Deadline: December 19, 2023**

UCEP Bangladesh, a leading non-governmental organization, founded by New Zealand philanthropist Mr. Lindsey Allan Cheyne in 1972 has been playing significant role in shaping the lives of thousands of underprivileged children and youth across the country since 1972. With the motto “Help to learn, Skills to Earn”, UCEP Bangladesh provides Life Skills Technical Education, Technical and Vocational Education & Training (TVET), Skills Development and Decent Employment opportunities to underprivileged, women, youth, PWDs and indigenous people. Annually, around 35,000 students are educated by vocational training and technical education through our 36 Technical schools, 12 TVET Institutes, 08 technical outreach centers, and 02 polytechnics.

UCEP Bangladesh has been working in all 08 divisions in Bangladesh through its 08 regions including Dhaka (North & South), Gazipur, Chattogram, Sylhet, Rajshahi, Rangpur, Khulna, Barishal, Patuakhali, Cox’s Bazar.

Job Purpose: Ensuring access to safe, equitable, inclusive learning opportunities for adolescents and youth in camps and host communities creating a pathway towards sustainable solutions to self-reliance. In short Bureau of Population, Refugees, and Migration (**BPRM**) project.

The overall goal of this program is to improve the protection, well-being and development of adolescents and youth of Refugee camps and Host communities in Teknaf and Ukhia through integrated, safe, and accountable delivery of education, child protection, livelihoods, and skills development services.

Job Duration: For 10 months (This job contract is renewable for up to 03 years subject to your satisfactory performance, and the needs of the organization).

Job Responsibilities:**Strategic Leadership**

- To clearly articulate and contribute implementing UCEP Bangladesh’s values, vision, mission and goals, and development of future strategy documents as needed.
- To ensure conducive and inclusive learning and working environment and promote a culture which tangibly reflects the values of UCEP Bangladesh.
- To set high standards in personal, social and academic achievements throughout UCEP's regional programs.
- To contribute to develop necessary policies and guideline for UCEP Bangladesh and ensure implementation.
- To ensure transparency, integrity and other governance and compliance principles.
- To take a leadership role in mentoring, coaching and training of regional staff for achieving high quality of programs and other services.
- To develop and ensure implementation of a business plan aiming towards sustainability with short- medium- and long-term strategic plans and business goals.
- To contribute to ensure financial sustainability of UCEP Bangladesh.

Program Development

- To assess contextual changes and market demands and ensure relevancy of UCEP programs at regional level.



- To contribute to develop and ensure implementation of programs strategies.
- To assess capacity and expertise of regional staff in line with programs requirement and ensure necessary development.
- To ensure availability of necessary resources (funds, human resources, infrastructure, facilities, appropriate technology etc.) for delivering quality programs.
- To contribute to the development of communication, marketing, branding and advocacy strategies of the project Bangladesh and ensure implementation.
- To act as the spoke-person in different regional forums for UCEP Bangladesh under the guidance of supervisor.
- To take necessary steps to market the project o the local and regional community.
- To ensure achievement of business goals and regional programs target.
- To help in carrying out various research, development works and ensure documentation and dissemination.

Financial management

- To prepare annual plan and budget and make financial decision of UCEP Bangladesh regional program according to its business plan.
- To ensure implementation of annual plan and budget in a compliant, efficient and effective manner as per UCEP Bangladesh policies and relevant government and donor rules.
- To control all procurements, revenue & expenditure budget following policies of UCEP Bangladesh.
- Develop procurement plan and guide the project teams to procure the training equipment, devices, computer accessories and ICT network installation materials.
- Analyze the budget variances and plan the necessary actions as required.

Supervision and Monitoring

- To ensure high quality teaching – learning process and better academic result through effective supervision and monitoring mechanisms using modern technology-based software where relevant.
- To supervise UCEP regional programs activities on a regular basis for ensuring qualities of services and overall management.
- To ensure timely preparation and submission of necessary reports (monthly programs and financial report, quarterly and six-monthly progress report etc.)

Report preparation and documentation

- Monitor implementation of activities including quality in accordance with the donor requirements and Save the Children approaches and standards.
- Ensure effective monitoring and track achievements as per approved log frame, MEAL plan and wok plan
- Assess performance regularly against agreed Programme and project objectives and indicators.
- Ensure timely reporting to Save the Children as per donor guideline.
- Ensure project(s) experiences and lessons are effectively documented and communicated.

Project Management, Planning and Execution

- Overall responsibility for the management and coordination of the project.
- Coordinate the project's strategic, financial, and operational planning, including the annual work planning process and development of an appropriate exit strategy.
- Oversee the completion of all technical requirements, including project results and deliverables, in accordance with the project work plan.
- Provide management guidance and support to ensure smooth and timely start-up and implementation of project activities as per the approved project plans.



- To plan and organize different events and activities at regional level.
- To ensure proper management of regional offices of UCEP Bangladesh (eg. assets, vehicles, legal affairs, human resources, insurance, audit, security etc.)
- To plan and host various visits of donors, management, government, SMT, media and others.
- To organize regular meetings with SMT – RMT, Regional Management Team (RMT), Advisory Council, Employers Committee, Sector Skills Planning Committee and other committees.
- To establish and ensure maintenance of an effective inventory system for all assets, supplies, materials and equipment.
- Manage risks and issues, implementation controls and manage feedback and incorporate accordingly.
- To maintain effective communication with all stakeholders including staff, students, parents etc.
- To apprise management timely about any emergency situation at regional level and proactively take effective measures to manage the situation.
- To recommend changes which will lead to improved administration, supervision and opportunity for development of UCEP Bangladesh and lead the process as and when required.
- To maintain liaison with government bodies to ensure DC clearance certificate, affiliation from relevant agencies, permissions, approvals and other requirements as and when necessary.
- To ensure efficient management of transport, cleaning, security, cooking and other services in the region.
- To ensure child and youth, particularly female friendly school environment at regional level.
- To ensure timely addressing of grievances, complaints and disciplinary issues at regional level following policies and procedures.
- Promote and contribute to ongoing efforts towards gender equity & equality, child/staff protection & safeguard, inclusiveness, accessibility and discrimination free environment in the workplace and operations/activities/plans. In applicable cases, ensure that necessary budget allocation is there and in KPIs these issues are reflected regarding employees under supervision.
- To maintain strict confidentiality of information, documents and other internal and external communications.
- To carry out any other relevant tasks assigned by the authority as and when necessary.

Technical support to strengthen TVET and job linkage

- Support the team to select the project participants following the selection guideline.
- Coordinate to select market relevant trades at the Upazila and District levels based on labour market survey.
- Provide technical support to establish vocational training centers at union/upazila level.
- Ensure quality skills development program through safe and inclusive infrastructure and learning environment, arrange training equipment and material, assessment and certification, instructor's qualification and gender of instructors, etc.
- To encourage and initiate continued improvement in curriculum and teaching methods in cooperation with the Technical Backstopping Team at Head Office.
- To establish network with ISC, private sector, employers etc. for guidance and supports.
- To ensure inclusive environment (including infrastructure and facilities) for students and staff with any type of impairments or disadvantaged socio-economic background.

Professional development

- To lead timely performance appraisal of all regional staff and make action plan for their professional development based on proper analysis.
- To ensure necessary resource pool is in place for carrying out UCEP regional operations.
- To ensure efficient management of human resources at regional level.
- To contribute to develop and maintain annual training plan.





Health and safety

- To ensure that all regional entities of UCEP Bangladesh have a safe and secure learning environment for students and staff.
- To ensure adherence to Decent Work (eg. Occupational Health and Safety, equipment safety, personal safety etc.) within all UCEP entities at regional level.
- To ensure implementation of “Policy on Prevention of Sexual Harassment” of UCEP Bangladesh.
- To coordinate with Head Office for periodic Risk Assessment.

Safeguarding:

UCEP Bangladesh is dedicated to creating a safe and respectful work environment, free from any form of misconduct such as sexual harassment, exploitation, abuse, lack of integrity, and financial impropriety. It is imperative that our staff actively safeguard the well-being of children, young individuals, and adults consistently. We require all team members and volunteers to uphold this commitment in accordance with our Code of Conduct and PSEAH policies. We place utmost importance on recruiting individuals who wholeheartedly embrace and exemplify this dedication in their work with us.

Essential Requirements:

- Masters in any discipline/B.Sc. in Engineering.
- Minimum 06 years of relevant professional experience including at least 02 years as manager in a large development organization.
- Excellent command on communication skills in both Bangla and English.
- Excellent computer operating skill & conversant with MS Office package.
- Self-motivated, adaptable, team player and passion for social development works.
- Ability and willingness to travel.
- Willingness to transfer at any place where UCEP has its activities.
- Age limit for the applicant would be 45 years. Management has the right to make exceptions based on qualifications.

Compensation and Benefits:

- Gross Salary 85,000/- (Including all fringe benefits and allowances: PF, Gratuity and others)
- Income Tax or any other statutory deductions will be as per government rules and UCEP policies.

Apply Procedure

Interested candidates should apply to <https://jobs.ucepbd.org> on or before **December 19, 2023**. Only short-listed candidates would be contacted and may be requested for more information. The authority reserves the right to accept/reject any or all applications without assigning any reason whatsoever. Direct application to any UCEP Bangladesh staffs, any communication in regard to the application or any attempt to influence the process will immediately disqualify candidacy. UCEP Bangladesh is actively trying to increase equity and gender parity in the organization. Therefore, qualified women and candidates from disadvantaged backgrounds including Persons with Disabilities (PWDs) are especially encouraged to apply. The compulsory age of retirement is 60 years.

