

JOB DESCRIPTION

Job title:	Project Manager (PM)
Place of work:	Dhaka, Bangladesh (with some travel to other cities in-country)
Salary:	BDT 170-180,000 per month (including Transport Allowance, PF, Gratuity, Bonus). In addition to this you will get insurance coverage (Group, Hospitalization & OPD)
Hours of work:	40 hours per week
Contract:	Fixed term
Reports to:	Sanitation Lead based in Dhaka, Bangladesh Strong functional liaison with Country Programme Manager, Bangladesh and Programme Director, UK
Line manages:	FSM Business Development Officer/ Specialist

OVERALL PURPOSE

To ensure the effective management and efficient delivery of the WSUP project “Changing the FSM Equilibrium in Bangladesh”. This is through WSUP staff, and by ensuring strong participation with city corporations, different service providers including the private sector, and others. The project manager will ensure efficient programme planning and will assist in identifying interventions which can contribute to the objectives and sustainability of the programme. The position will also ensure that the service providers are accountable to and work proactively for the effective delivery of FSM services in the city including the low-income communities. One of the key challenges for the position is to create an enabling environment with city corporation for private sector engagement to provide effective FSM services for the emptying, collection and safe disposal of faecal waste.

MAIN RESPONSIBILITIES AND TASKS

1. Project Planning

- Review the project proposal, budget, targets, key performance indicators and ensure that the planning is realistic (Measurable, Reportable & Verifiable), both in terms of budget and implementation.
- Develop a detailed city specific WSUP support plan both yearly and multi-year jointly with the city authority and other stakeholders.
- Assist the city authority to develop a city-wide FSM plan in line with a city sanitation master plan including a faecal waste disposal plan for the city.
- Support the CPM and the country team, provide longer-term vision, strategic direction and appropriate planning aligning with WSUP’s country and global business plan.

2. Project Implementation

- Work with the concerned staff and, projects/departments to ensure effective implementation of the project.
- Review the citywide WSUP support plan annually to ensure that these are realistic, both in terms of budget and overall project plan.
- Regularly review & track the project progress against milestones and take corrective action where required, raising issues with the concern personnel as needed.
- Monitoring tasks related to mobilising finance for FSM services including setting up mechanisms to track investments and collecting data & information

3. Project Management

- Promote and maintain effective partnership with city corporation/utility and private sectors.
- Guide and lead the project team to achieve specific goals, objectives and Key Performance Indicators (KPIs) of the project.
- Ensure that work is appropriately delegated and staff members are empowered to carry out tasks independently where appropriate to their skills and capacity.
- Ensure efficient project management procedures are implemented to enable monitoring of projects and accurate reporting of progress.
- Mobilize City Support Structure (City corporation, Private Sector and other stakeholders) to be more responsive to the needs of the effective delivery of FSM services.
- Ensure strict adherence to WSUP's ethics, policy and pro-actively encourage transparency and openness in all activities.
- Ensure procurement and contracts are prepared and issued to WSUP's standards and procedures/ in-country legal frameworks / funder requirements and are managed effectively.
- Financial and budget control of selected tasks and components and coordinating with the WSUP Finance Manager regarding budget control and financial progress;
- Retain an entrepreneurial approach to deliver the project, proposing creative solutions, reducing inhibiting business factors and looking for market-based solutions in coordination with the concern staff of WSUP.
- Support the collection and accurate reporting of impact data related to the project as guided by the M&E Manager and the WSUP Evaluation, Research and Learning team; supporting and advising them on their studies, visits and research.

4. Networking with Government and non-Government Organizations, specifically the City Corporations and those in the Sanitation Private Sector

- Build strong relationship with the City authorities and arrange field visit and regular progress review meeting by them
- Have regular interactions with the concerned department of the city corporation /utility members and update them about the programme.
- Learn good practices from other cities/ organizations and reflect in the programme.
- Represent WSUP, building and maintaining relationships and partnerships with relevant service providers, government, national and international development partners, local stakeholders and communities, private sector and funder representatives for effective implementation of FSM programme
- Contribute to public communication, strong and positive WSUP brand visibility and recognition, working closely with country team and Head of Communications based in the UK

5. Program Monitoring and Reporting

- a. Regular field visit:

- Pay regular field visit to intervention areas to observe progress, with a focus on ensuring 'quality'.
- b. Review and prepare reports:
 - Prepare programme progress reports (Monthly and Quarterly) based on a structured M&E framework including contributing to the fortnightly progress reports (to PD), and review financial report and provide necessary feedback.
 - Ensure quality monitoring data collection from the field and timely reporting

6. Staff Management

Supervise the staff directly reportable to the incumbent and perform the following:

- Assist for Recruitment of Project Staff (as and when required)
- Performance Management
- Coaching & mentoring
- Staff Development: develop plans for capacity-building of the project team to enable the team to be more self-standing in the future.
- Support effective communications and joint working within the team and with other teams across the organisation.

7. Other Ad-hoc Tasks

- Identify and discuss with the CPM (and sometimes with the WSUP Partnership and Development team) any potential future funding opportunities which present themselves in-country / location and provide advice on their suitability and potential alignment with the WSUP strategic direction.
- Be cognisant of the wider implications of the project, working effectively with other WSUP functions in-country and sometimes at Secretariat: Finance, Support Services, WSUP Advisory and Innovation & Consumer Needs, as appropriate.

PERSON SPECIFICATION

ESSENTIAL

QUALIFICATION	<ul style="list-style-type: none"> ▪ Master degree in a relevant field (Social Science, Management, Business Administration, international development etc.)
EXPERIENCE	<ul style="list-style-type: none"> ▪ At least 10 years' experience in managing projects funded by international agencies or development partners ▪ At least 5 years' experience in senior management position with international organisations ▪ Experience to work with city corporations / municipalities ▪ Experience of Water, Sanitation, Hygiene (WASH) for low income urban areas ▪ Significant experience of capacity building, institutional support, influencing and advocacy ▪ Track record of delivering project goals within deadlines and budgets across public and private sectors and with NGOs ▪ Demonstrable track record of effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals ▪ Leading and managing project teams of stakeholders including staff ▪ Significant working experience in Bangladesh in related fields ▪ Experience of setting and managing project budgets ▪ Experience of working with sanitation service providers

KNOWLEDGE	<ul style="list-style-type: none"> ▪ Good understanding of development project management and governance ▪ An understanding of the practical realities and cultural dimensions of working in the assigned country/location ▪ A good understanding of the urban WASH sector and the enabling and commercial drivers that may be key to success ▪ Project management methodologies ▪ Project management tools ▪ Project financial management, estimating, budgeting, planning and expenditure control ▪ Procurement – acquiring products & services, contract management, procurement procedures ▪ Document management ▪ Resources management – organising, training and managing project teams ▪ Communications and reporting, including ensuring appropriate information is collected, communicated, managed & archived effectively ▪ Risk & opportunity management – including identification, mitigation and managing project risks ▪ Monitoring progress and controlling activities ▪ Closing out projects and finalising all activities required at close out.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Ability to work independently and lead a diverse multi-disciplinary team ▪ Stakeholder management skills ▪ Ability to work alongside corporate product and service delivery strategies to low income communities ▪ Ability to influence and engage effectively with donor, corporate, utility and governmental partners ▪ Project management skills including strategy, planning, setting objectives and planning to meet those objectives, implementation, monitoring and evaluation, budgeting, financial management and sustainability ▪ Strong analytical skills ▪ Ability to define new projects, establish overall scope and budget ▪ Able to influence at senior management level, take a strategic outlook and to manage change where necessary ▪ Empowering project staff and others to strengthen their capacity and capability through mentoring and coaching ▪ Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload ▪ Demonstrable commercial awareness and capability; highly analytical ▪ Able to identify, prioritise and manage areas of risk ▪ Good communication skills; able to communicate complex concepts in a clear and concise way to non-technical managers both in writing and verbally and to provide professional advice with confidence and tact ▪ Able to communicate effectively in written and verbal English, including through report writing & presentation

	<ul style="list-style-type: none"> ▪ Motivating and developing teams, including performance management and appraisals, preferably in a multi-disciplinary context ▪ Collaborative approach to partnership working in a cross-cultural context; a team player, with strong problem-solving ability ▪ Able to carry out regular in-country (and potentially) international visits and to deliver effective presentations ▪ Proficient user of Microsoft Office suite including Word, Excel, Outlook and Powerpoint and of project management software ▪
OTHER	<ul style="list-style-type: none"> ▪ Passionate about WSUP's aims and ethos ▪ Absolute adherence to WSUP's policies on Child Protection, Health & Safety and Business Ethics and lead on these by example

DESIRABLE

QUALIFICATION	<ul style="list-style-type: none"> ▪ Post-graduation or above degree in Social Science, Project Management or Business Administration.
EXPERIENCE	<ul style="list-style-type: none"> ▪ Private sector, Charity or not-for-profit sector experience
KNOWLEDGE	<ul style="list-style-type: none"> ▪ Knowledge of managing funder grants, such as DFID, USAID or EU