

Project Coordinator Job Description

Position Title: Project Coordinator

Employment Status: Full Time

Program: The meaningful Participation and Inclusion of Children and Youth with Disabilities in all domain of CBR (MaPInCBR), Meaningful Youth Participation for the Children & Youth with Disabilities /affected with Leprosy (MYP) and Integrated & Inclusive Rehab Solutions in Bangladesh (IIR-SiB).

Location: Parbatipur Upazila under Dinajpur District.

Reporting To: Executive Director /Project Focal.

Organization Overview: After the independence of Bangladesh, much national & International voluntary organization took part in rebuilding the country through relief rehabilitation & other development activities of the down-trodden people. In 1983 CTW is started itself and aim to activate the existing group & to increase the group members. It is unwise to say that though at the preliminary stage CTW has been implementing the functional education, agricultural disable & non-disable rehabilitation, house repairing, income generating activities, health & family planning, tree plantation, credit program, gender awareness, legal aid program etc.

Come to Work (CTW) is going to implement a project named "The Meaningful Participation and Inclusion of Children and Youth with Disabilities in All Domains of Community-Based Rehabilitation (CBR)" in Dinajpur district which is Financially and Technically supported by the Lilian Fonds and Centre for Disability in Development (CDD). This collaboration between the Lilian Fonds and CDD highlights the importance of empowering Children and Youth with Disabilities and integrating their needs into mainstream community development. By addressing barriers and fostering inclusion, the project will contribute to building more equitable and accessible societies.

Job Overview: The Project Coordinator will need to ensure that all aspects of the project are running smoothly and will need to follow up on the day-to-day business of the project, while also ensuring project activities are on track. The Project coordinator is responsible for developing a comprehensive project plan that outlines the project's objectives, scope, timeline, budget, resources, and deliverables, this involves conducting initial feasibility assessments, defining project goals, and creating a roadmap for project execution. The Project coordinator will need to ensure that project deliverables meet quality standards and satisfy stakeholder requirements, establish quality assurance processes, monitor project progress and performance, conduct quality reviews, and take corrective actions as needed to maintain quality throughout the project.

Responsibilities and Duties (This is summary of the role and not limited to perform):

- Responsible for the development of the project annual work plan with realistic and achievable long-term goals and short-term objectives and oversees weekly and monthly work plans in line with the implementation plan.
- Follow up and report on objectives that are achieved and on deviations from the work plan and budget.
- Provide a key co-ordination and implementation role, ensuring project management standards are followed and deadlines met.
- Monitor budget/expenditure based on the implementation plans; and analyzes Budget-versus-Actual reports to assess any discrepancies and ensure timely expenditure. Produce timely reports for internal use on the status of on-going programming; and contributes to donor reporting.
- Ensure that all activities are implemented with a focus on gender equality and disability inclusion.
- Liaise regularly with communities/municipalities and ensures community participation especially children with disabilities and caregivers in all steps of project cycle.

Monitoring, Evaluation, Accountability and Learning (MEAL):

- Effectively support teams in aspects, which include assessments, baseline, and evaluation studies, putting in place a functional Activity Tracking Table.
- Ensure that the projects' quality benchmarks are followed up and implemented in project interventions.
- Collecting and managing complaints and feedback in close coordination with MEAL team
- Ensure regular monitoring of projects results, documentation of projects case studies, lessons learnt, significant changes and best practices and coordinating learning and reflection meetings/sessions.
- Ensure an effective programs/ projects monitoring, and evaluation systems is in place.
- Supervise team on their day-to-day activities.
- Assess training needs within the project team and develop an overall capacity building plan.

Reporting: Review periodic project reports to ensure project activities and expenditures are on track and in line with reporting guideline and milestone.

Safeguarding:

- Ensure safe programming in the planning, implementation, monitoring, identification of children and youth with disabilities throughout the project period.
- Adhere to the Do no Harm principles across the entire steps of the project within the Program Management Cycle.

Coordination and Linkage:

- Ensure strong coordination with Centre for Disability in Development (CDD), Go and NGO, Local Government Institution, Jatiyo Protibondhi Unnayan Foundation (JPUF), Community Clinics. It also includes coordination with different internal departments of the organization. Initiative for formal partnership with service providers by signing MoU
- Conduct advocacy meeting at community level service provider

Key outcomes expected from this role:

- Projects are implemented as per project proposal and budget with quality and in a timely manner.
- Strong demonstration of disability inclusion and rights-based approach in program implementation.
- Commitment to promote the rights of children and youth with disabilities
- Strong experience in project management; maintain and uphold effective and professional relationships with partners, donors, and other stakeholders.
- Make informed decision and regularly update relevant colleagues on important issues.
- Promote and follow learning, adaptive and team approaches with the partners, within the organization and at individual levels.
- Knowledge of disability and related issues and global developments & cross cutting issues
- Experience in planning, implementation, monitoring and financial management in the development sector.
- Excellent experience of rapport building, networking, liaison and relationship building for advocacy.

Educational Qualifications and Experience:

- **Education:** Master's degree in Development Studies, Social Science or a related field.
- **Experience:** Minimum of 07 years of working experience like Project/Program Manager, Project Coordinator etc.
- Rights base experience will be given priority.
- **Age:** Maximum 45 Years (Age limit will flexible in experienced candidate).

Skills and Competency Required

- English: Fluent in spoken and written Bangla and English.
- Computer skills: Very good skills in MS Office applications-word/excel/power point presentation, database and familiar with Internet zoom, Skype. Typing speed must be considering as better option.
- Excellent project management and organizational development skills.
- Having Motorcycle with valid license and Computer/Laptop & Smart Phone is must.
- Strong understanding of disability rights, inclusion, and accessibility frameworks.
- Women and Persons with disabilities will get special consideration based on their qualification and experience.

Job Location: The position is based in Come to Work (CTW) Parbatipur Upazila sub district of Dinajpur and with regular travel to upazila and union level for implementation of project activities smoothly.

Salary: Negotiable or as per Program Budget.

Compensation & Other Benefits:

- As per organization rules and project allocation.
- Actual Travel bill
- Mobile Allowance
- Two days Weekly holiday
- Others

Diversity and Inclusion: **Come to Work (CTW)** values diversity in the workplace and is dedicated to being an equal-opportunity employer. We welcome applications from all qualified candidates and strongly encourage individuals from underrepresented groups to apply, including Persons with Disabilities, Women, Third Gender, and members of Indigenous communities.

Instructions to Apply: Interested candidates are requested to apply **ONLINE** through bdjobs.com by explaining the desire and qualifications to work for the aforesaid position or before May 20, 2026 by 5:00 PM. Only short-listed candidates will be called for interviews. No TA/DA will be provided for the candidate.

Application procedure: If the candidates feel that their qualifications, exposure, and experience match our requirements, and they are willing to commit with our values and are sympathetic to our beliefs then please apply online. ***Only shortlisted candidates will be contacted for written test.***