



Job Description Project Manager

Job Title: Project Manager

Project: Renewed Women's Voice and Leadership (RWVL) Bangladesh

Job Type: Contractual

Job Location: Sadar Upazila, Bandarban District.

Reports to: Programme Director

Position Level: Senior Level

Project Duration: 15 February 2026-31 December 2029.

Gross Salary: 38000/- with one month annual bonus, increment, and other benefit as per organization and project modalities.

Age: At most 45 year.

Project Brief

The Renewed Women's Voice and Leadership (RWVL) project aims to improve women's and girls' access to human rights in all their diversity and to advance gender equality in Bangladesh, led by Manusher Jonno Foundation (MJF) and funded by Global Affairs Canada (GAC). This project will focus on empowering diverse voices and strengthening collective actions to advance women's human rights by addressing gender-based violence (GBV), sexual and reproductive health & rights (SRHR), inclusive economic empowerment (iEE), and the safety and security of project participants.

As an implementing partner of MJF, Ananya Kallyan Sangathon (AKS) will carry out the project activities at the grassroots level in the Sadar upazilas within the Bandarban district. This project will focus on issues categorized across various pillars. Pillar 1: Will support organizational capacity and sustainability in areas such as (i) governance improvement; (ii) financial system development; and (iii) policy articulation. Pillar 2: Will contribute to gender equality programming and advocacy at the grassroots level through (i) supporting agency creation, (ii) promoting women's leadership, (iii) providing knowledge and skill building, to challenge social norms and practices that oppose women's rights. (iv) implementing social campaigns and mass awareness events, and (v) facilitating inclusive economic empowerment and entrepreneurship interventions. Pillar 3: Will focus on movement strengthening through (i) local network and alliance creation for collective advocacy, (ii) collective movement building.

Job Profile

The Project Manager (PM) position will be instrumental in planning, executing, and monitoring projects from start to finish, ensuring alignment with the organization's mission and donor requirements at Ananya Kallyan Sangathon (AKS). She will be responsible for overall project management to achieve the project's intended outcomes, will ensure an effective implementation strategy for the agency's creation, support for women and girls, fostering grassroots leadership,

and facilitating social, political, cultural, and economic empowerment, will oversee human resources and financial compliance, including learning and sustainable impact. The PM will ensure effective implementation aligned with feminist principles and organizational priorities through planning, coordination, monitoring, and reporting.

Key Responsibilities & Roles

Sl.	Key Responsibilities	Roles
1.	Project Planning and Implementation	<ul style="list-style-type: none"> Developing comprehensive plans, timelines, and budgets, and ensuring the project is implemented according to set goals, incorporating a feminist approach. Ensure process monitoring of the program and budget to timely deliver the project outputs and outcomes.
2.	Donor Compliance and Reporting	<ul style="list-style-type: none"> Ensuring all activities comply with donor regulations and preparing accurate financial and progress reports. Keep regular communication with the donor party and do the necessary correspondence as required. Ensure compliance with donor requirements and organizational policies. Prepare quarterly and annual reports in English and share with the donor. Documenting project learning and ensuring the preservation of those documents for further use.
3.	Stakeholder and Community Coordination	<ul style="list-style-type: none"> Acting as the bridge between the NGO, donors, government agencies, and beneficiaries. Build collaboration with public, private, and service providers, creating access to services for the beneficiaries. Represent the organization in different forums and government meetings as the main liaison between the program and local communities.
4.	Team Leadership and Human Resource Management	<ul style="list-style-type: none"> Leading staff, volunteers, and networks/agencies, while managing human resources efficiently to achieve objectives. Facilitate knowledge sessions /training for staff and key stakeholders on women's human rights and gender quality. Supervise and mentor program staff and field teams.
5.	Monitoring and Evaluation (M&E)	<ul style="list-style-type: none"> Oversee the monitoring progress with KPIs (e.g., beneficiaries reached) and conduct impact assessments to ensure quality of data analysis, interpretation, and report preparation. Conduct regular field visits and stakeholder consultations for process monitoring. Prepare and present detailed reports to management, NGOAB, and local administration. Identify risks and implement mitigation strategies.
6.	Advocacy and Campaign	<ul style="list-style-type: none"> Ensure the implementation of the advocacy plan and promote advocacy dialogue with key stakeholders.

		<ul style="list-style-type: none"> • Advocate for feminist governance, feminist leadership, and gender-responsive policies and practices at the community and institutional levels.
7.	Fundraising Support and Resource Management	<ul style="list-style-type: none"> • Assisting the organization in proposal development and identifying new funding opportunities. • Ensure efficient use of program resources to maximize impact.
8.	AOB	Any other assignment given by the supervisor or organization.

Working Conditions

The position is based in the head office, Sadar upazila, Bandaran district but frequent field visits to the working areas are required, with at least 30% of the time spent in the field.

Key Qualifications

- **Academic Qualification:** Master's degree in Social Sciences, Gender Studies, Development Studies, or any other relevant discipline.
- **Professional Experience:** The candidate must have a minimum of 5–6 years of direct, hands-on experience managing projects focused on women's rights, gender equality, and women's empowerment. Experience working with local, national, or community-based organizations (CBOs) is required. Demonstrated expertise in project planning, implementation, monitoring, and stakeholder coordination within gender-focused initiatives is highly desirable.

Core Competencies

- **Leadership and Communication:** Ability to motivate diverse teams and maintain transparent communication with all stakeholders.
- **Adaptability:** Ability to manage multiple demands and adapt to challenging, sometimes volatile, environments.
- **Technical Knowledge:** Understanding of women's human rights, gender equality, and project cycle management.
- **Sensitivity and commitment:** A commitment to work with all-inclusive populations that uphold inclusive values, respecting human rights, dignity, and social harmony.
- **Excellent Communication Skills:** Ability to articulate project goals and outcomes clearly to various audiences and stakeholders.
- **Technical Skills:** Proficiency in Bangla and English typing and advanced skills in MS Word, Excel, and PowerPoint.

Commitment to safeguarding

Ananya Kallyan Sangathon (AKS) is dedicated to preventing any unwanted conduct at work, including sexual harassment, exploitation, abuse, integrity violations, and financial misconduct. It is committed to protecting children and vulnerable adults in accordance with its policy. The Ananya Kallyan Sangathon (AKS) expects all staff, project personnel, vendors, and consultants to follow this commitment through the code of conduct. Ananya Kallyan Sangathon (AKS)

emphasizes the importance of respecting the rights and dignity of all individuals, regardless of their class, caste, ethnicity, religion, physical condition, or gender.

Additional Skills & Experience

- Belongs to valid motorbike driving license
- Ability to communicate in local languages of Bandarban
- Proficiency in MS Office applications

Application Procedure

Interested and eligible candidates, especially women, are requested to apply by submitting two copies of recent passport-sized photographs, a photocopy of NID card, and photocopies of their educational and experience certificates to the Executive Director, Ananya Kallyan Sangathon (AKS), K.S. Prue Market, Bandarban Main Road, Bandarban – 4600 or **Email:**

aksbandarban96@gmail.com by 14 March 2026.

Note:

As this project works inclusively with women with intersectional identities of ethnic Bandarban CHT community, we highly encourage female, female of minority, ethnic group or person with disabilities to apply.