



Project Coordinator, AHEAD Bangladesh JAAGO FOUNDATION TRUST

Job Category: NGO/Development

Job Source: nrbjobs.com

Job Summary

No. of Vacancy: 02

Gender: Any

Career Level: Entry Level

Employment Type: Full Time

Experience: Minimum 5 years

Posted On: 17 Aug 2025

Salary: Negotiable

Application Deadline: 10 Sep 2025

Job Context

- The Project Coordinator will play a key role in executing the project by organizing, facilitating, and coordinating activities across four divisions in Bangladesh. This position involves extensive interaction with community stakeholders to ensure that project activities are implemented efficiently and effectively. The Project Coordinator will oversee field-level activities, engage with local communities, and provide progress reports to the Project Manager, ensuring that activities align with project goals and timelines.

Job Description/Responsibility

• Field Operations Management:

- Ensure timely implementation of field-level activities, including workshops, meetings, and community engagement.
- Act as the main point of contact between the project team and local communities, ensuring strong participation and buy-in.
- Coordinate with local government bodies, schools, NGOs, and other community-based organisations to facilitate smooth project operations.
- Conduct regular field visits to monitor the implementation of activities, resolve any arising issues, and report findings to the Project Manager.
- Oversee the logistics of field activities, including venue selection, coordination of local staff, and managing community mobilisation efforts.

Data Collection, Reporting, and Analysis:

- Assist with the collection of qualitative and quantitative data for reporting purposes, ensuring the accuracy and timeliness of data.
- Maintain accurate and organised project records, tracking field activities and ensuring proper documentation for reporting.
- Prepare regular project updates, progress reports, and activity summaries for internal use and donor submission.

Stakeholder Engagement & Coordination:

- Foster strong relationships with local stakeholders, ensuring community buy-in and the successful implementation of activities.
- Facilitate communication between the project team and local communities, ensuring stakeholder expectations are managed effectively.

- Coordinate with divisional youth leaders, local trainers, and community volunteers to ensure effective delivery of training sessions and community engagement.

Logistics and Operations Support:

- Oversee logistics related to field activities, including transportation, venue selection, and coordination of local staff.
- Ensure smooth execution of activities, resolving any operational challenges that arise during field visits.

Safeguarding:

- Uphold and promote the organization's safeguarding policies to ensure the safety, dignity, and well-being of all children, young people, and vulnerable adults engaged in our activities.
- Immediately report any concerns, suspicions, or incidents of safeguarding breaches in line with the organization's reporting procedures.
- Maintain professional boundaries and conduct that fosters a safe and respectful environment for all beneficiaries, colleagues, and stakeholders.

Experience Requirements

- Minimum 5 years of experience is required.

Additional Experience Requirements

- At least 5 years
- The applicants should have experience in the following business area(s): NGO

Work Area

- Applicant should have experience of working in the following category(ies): NGO/Development

Industry Type

- Experience should include the following skills: NGO/Development