

PROJECT MANAGER (PM)

Department: WSUP Bangladesh

Place of work: Dhaka and Chattogram, Bangladesh

Duration: Full-time, fixed term contract (till 31 December 2023 and possibility of extension upon availability of funds)

Grade: 9

Salary: WSUP offers competitive compensation BDT123,650.00 per month (excluding admissible benefits as per policy. Benefits includes Transport Allowance, Contributory Provident Fund, Gratuity, Festival Bonus and insurance coverage (Group, Family Hospitalization and OPD)

Reports to: Sanitation Lead

About WSUP

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 30 million people access improved water, sanitation and hygiene services.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that guide us. All our staff are expected to embody these values in their day to day work and interactions. To learn more about our values, please see www.wsup.com/about/work-with-us/.

For more information about WSUP's vision and approach, see www.wsup.com.

About the role

This is an exciting opportunity to join WSUP's 'Enhancing community water resilience for low-income communities' – pilot project in Chattogram in the role of Project Manager. This role ensures the effective management and efficient delivery of the project to improve the water supply conditions and conservation in low-income communities in Chattogram, building on our strengths and those of our partners in addressing and overcoming institutional challenges. S/He will be managing WSUP project staff and engaging and maintaining strong partnerships with key stakeholders.

Application deadline

7 January 2023

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

Please note: This job is based in Bangladesh. **Applicants must have the right to work in Bangladesh at the time of application.** Please do not apply if this is not the case.

Job Description

Overall purpose

The Project Manager is responsible for ensuring the effective management and efficient delivery of the WSUP project 'Enhancing community water resilience for low-income communities' – pilot project in Chattogram, that aims to improve the water supply conditions and conservation in low-income communities in Chattogram, building on our strengths and those of our partners in addressing and overcoming institutional challenges. The post holder will be responsible for local staff supervision, programme implementation, partnerships, environmental compliance and finance management, and other administrative functions.

In addition, the Project Manager will provide his/her full support to other project activities in which he/she is asked to engage and will at all times adhere to WSUP's core values, safeguarding procedures, business ethics, gender sensitivity and diversity activities according to the project and mission needs.

Main responsibilities and tasks

1. Project Planning and Implementation

- Review project proposals, budgets, targets, key performance indicators and ensure that the planning is realistic (Measurable, Reportable & Verifiable), both in terms of budget and implementation.
- Supervise project staff to effectively implement project activities to achieve targets on time and in line with overall programme strategies.
- Work with WSUP staff and partners to develop infrastructure development plans.
- Involve corresponding government departments from inception in sharing the design and methodology to get buy-in.
- Regularly review & track the project progress against milestones and take corrective action where required, raising issues with concerned parties as needed.

2. Project Management

- Guide and lead the project team to achieve specific 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.
- Ensure procurement and contracts are prepared and issued according 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 of the project and liaising with the WSUP Finance Manager regarding budget control and financial progress.
- Support the collection and accurate reporting of impact data related to the project as guided by the WSUP Evaluation, Research and Learning team; supporting and advising them on their studies, visits and research.

3. Liaison and networking with governmental and non-governmental organizations (WASA, City Corporation and Private Sectors)

- Establish professional working relationships with all project stakeholders, representatives of relevant department of public services, and concerned government ministry officials.
- Develop purposeful relationships with different development agencies to share learning and experiences of WSUP and to secure support from them to strengthen WASH facilities and sustain hygiene practices.
- Represent WSUP at relevant sector workshops and seminars to share organizational initiatives and programme activities.
- Liaise with other WSUP staff inside and outside Bangladesh to share experiences and learn from WSUP programmes elsewhere.
- Work with all concerned stakeholders to improve WASH facilities in the LICs.
- Contribute to public communications, strong and positive WSUP brand visibility and recognition, working closely with the country team and the Head of Partnerships & Communications based in the UK.

4. Programme Monitoring and Reporting

- Pay regular field visits to intervention areas to observe progress, with a focus on ensuring 'quality'.
- Ensure quality monitoring data collection from the field and timely reporting.
- Prepare programme progress reports (monthly and quarterly) based on a structured Monitoring & Evaluation framework and review financial report, providing necessary feedback.

5. Staff Management

- Assist in the Recruitment of project staff (as and when required).
- Direct supervision of staff reportable to the incumbent including:
 - Support the personal and professional development of the team through objective setting, regular one-to-ones, regular feedback and reflection, and proactive performance management;
 - Coaching & mentoring direct reports to ensure they are performing to the best of their ability;
 - 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.
- Ensure line managed staff are aware of their duty of care responsibilities relating to children, young people and vulnerable adults; support partners and line managed staff to safeguard children, young people and vulnerable adults to protect them from abuse and themselves from false allegations.

6. Other Ad-hoc Tasks

- Identify and discuss with the Country Manager, Sanitation Lead (and sometimes with the WSUP Partnerships & Communications 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.
- Manage the bid and proposal development process once a decision to respond to an RFQ or RFP is made.
- Develop project proposals with guidance from Country Manager and P&C team.
- Closely work with the Taskforce team.
- Manage the interface with Partners and Clients.
- Be cognisant of the wider implications of the project, working effectively with other WSUP functions in-country and, when relevant, at Secretariat: Finance, Support Services, WSUP Advisory and Innovation & Consumer Needs, as appropriate.

Person specification

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), and potentially Test (T) as indicated below.

Essential

Qualifications and experience	<ul style="list-style-type: none">• University degree in Public Health, Social Sciences or Development Studies (A)• Significant experience in managing projects funded by international agencies or development partners (A,I)• Experience in a senior management position with international organisations (A)• Experience working with city corporations / municipalities (A)• Experience of Water, Sanitation, Hygiene (WASH) for low income urban areas (A,I)• Significant experience of capacity building, institutional support, influencing and advocacy (A,I)• Track record of delivering project goals within deadlines and budgets across (A,I)• Demonstrable track record of effectively building and sustaining key external and internal relationships at community, utility and governmental levels to realise project goals (A,I)• Leading and managing project teams of stakeholders including staff (A)• Significant working experience in Bangladesh in related fields (I)• Experience of setting and managing project budgets (A,I)• Experience of working with sanitation service providers (A)
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Knowledge	<ul style="list-style-type: none"> • Good understanding of development project management and governance, including strong contract change control processes (I) • An understanding of the practical realities and cultural dimensions of working in the assigned country/location (I) • Knowledge of resources management – organising, training and managing project teams (A, I) • Risk & opportunity management – including identification, mitigation and managing project risks, including those relating to working with children, young people and vulnerable adults (I)
Skills and abilities	<ul style="list-style-type: none"> • Ability to work independently and lead a diverse multi-disciplinary team (I) • Ability to influence and engage effectively with community members, donor, corporate, utility and governmental partners (I) • Excellent proposal development, report writing and communication skills (A) • Project management skills including strategy, planning, setting objectives and planning to meet those objectives, implementation, monitoring and evaluation, budgeting, financial management and sustainability (A, I) • Closing out projects and finalising all activities required at close out (I) • Empowering project staff and others to strengthen their capacity and capability through mentoring and coaching (I) • Communications and reporting, including ensuring appropriate information is collected, communicated, managed & archived effectively (A, I) • Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload (I) • Demonstrable awareness and capability on the sustainable operation and maintenance of WASH facilities with financial viability (I) • Good communication skills; able to communicate complex concepts in a clear and concise way to non-technical managers both in writing and verbally, in English, and to provide professional advice with confidence and tact (A, I) • Collaborative approach to partnership working in a cross-cultural context; a team player, with strong problem-solving ability (I) • Able to carry out regular in-country (and potentially) international visits and to deliver effective presentations (A) • Proficient user of Microsoft Office suite including Word, Excel, Outlook and Power point and of project management software (A) • Excellent written and spoken English

Other	<ul style="list-style-type: none"> • Passionate about WSUP's aims and ethos (I) • Absolute adherence to WSUP's policies on Child Protection, Health & Safety and Business Ethics and lead on these by example (I)
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Desirable

Qualification	<ul style="list-style-type: none"> • Master's in English Public Health, Social Science, or any other relevant subject (A) • Professional degrees
Experience	<ul style="list-style-type: none"> • General understanding of WASH in urban areas. (A) • Experience of working with service providers includes Department of Public Health Engineering (DPHE), Local Government Engineering Department (LGED), Directorate of Health Service (DoHS), City Corporation (A) • Experience in proposal development, report writing and communication
Knowledge	<ul style="list-style-type: none"> • Knowledge of the WASH sector (A)

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