

## জাগো নারী উন্নয়ন সংস্থা (জেনাস)

### JAGO NARI UNNAYON SANGSTHA (JNUS)

#### Advertisement

##### **Job Context:**

Jago Nari Unnayan Sangstha (JNUS) was established in 2009 as an independent, non-profit and non-political women-led Non- Governmental Organization (NGO) in Ramu Cox's Bazar, Bangladesh. From its inception, JNUS has been working in both prevention and response to Gender Based Violence (GBV) especially violence against women and girls. The organization contributes to improve the conditions of the female victims and the youth in respect to human rights and justice. JNUS does have a strong advocacy network, collaboration with the community actors, enjoys high national and local reputation, and regularly undertakes initiatives along with other development partners.

JNUS will recruit for the position of '**Program Manager**'. This position is one of the key positions of the project implementation team of the mentioned project at the field location. HE/ She will be responsible for all program related office and field work of the all JNUS Project and will complete all work within the time frame and uphold core principles while contributing to the mission, vision and goals of Jago Nari Unnayan Sangstha (JNUS).

<b>Project Duration</b>	: Regular
<b>Renewable Project</b>	: Yes
<b>Required Position</b>	: <b>Program Manager</b>
<b>Number of Vacancies</b>	: 01
<b>Job Location</b>	: Cox's Bazar(Ramu)
<b>Job Start Date</b>	: As soon as possible
<b>Nature of Job</b>	: Contractual
<b>Salary Range</b>	: BDT. 70,000/- -80,000/- (Monthly)/ negotiable
<b>Age Limit</b>	: Age bellow or equal to 50 years; age limit may be relaxed for the competent candidate's Good verbal and written communication skill in English and Bangla.
<b>Work Experiences</b>	: Minimum 7 years job experiences.
<b>Employment Status</b>	: Full Time (Contractual), Duration 6 Months (renewable based upon satisfactory performance and availability of funds).

##### **Position Summary**

The Program Manager will provide strategic, technical, and operational leadership for all JNUS projects in Cox's Bazar. The position entails program design, donor engagement, team management, coordination with stakeholders, financial oversight, and quality assurance to ensure effective and timely delivery of project outcomes.

##### **Key Responsibilities**

###### **Program Leadership and Management**

- Lead proposal development, concept note preparation, and ensure engagement of key partners and stakeholders.
- Provide strategic direction, leadership, and oversight to all projects under JNUS Cox's Bazar operations.

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- Oversee project implementation, ensuring alignment with donor requirements, JNUS policies, and strategic objectives.
- Conduct regular team meetings to review progress, challenges, and action plans.
- Facilitate participatory planning, monitoring, and evaluation processes.

#### Strategic Coordination and Stakeholder Engagement

- Maintain regular liaison with JNUS HQ, donors, and relevant government and non-government counterparts.
- Represent JNUS in coordination forums such as GBVSS, LSDS, PSEA, GiHA, and other humanitarian sector groups.
- Strengthen partnerships with peer NGOs, CSOs, and community-based organizations.
- Support the signing and management of MoUs, consortium agreements, and partnership frameworks.

#### Capacity Building and Technical Support

- Conduct training needs assessments (TNA) and develop training modules and schedules.
- Organize training sessions, workshops, and mentoring programs for staff, volunteers, and community groups.
- Support field teams in promoting awareness on SRHR, GBV prevention, women's empowerment, and social inclusion.

#### Financial and Administrative Management

- Review budgets and ensure expenditures are aligned with approved work plans.
- Oversee timely procurement, disbursement, and financial reporting as per donor and JNUS guidelines.
- Ensure efficient use of resources and maintain accountability in all project transactions.
- Supervise recruitment file updates, asset-stock register maintenance, and compliance with HR and administrative standards.

#### Monitoring, Reporting, and Documentation

- Lead project monitoring and ensure timely submission of narrative and financial donor quality reports.
- Facilitate baseline assessments, data collection, and documentation of lessons learned.
- Compile case studies, success stories, and progress presentations for internal and external sharing.
- Ensure data quality, accuracy, and compliance with donor reporting requirements.

#### Networking and Representation

- Actively participate in coordination meetings, workshops, and advocacy events.
- Represent JNUS at local, national, and sectoral forums to promote visibility and collaboration.
- Identify opportunities for resource mobilization and strategic partnership development.

#### Other Responsibilities

Ramu College Gate, Ramu, Cox's Bazar-4730, Bangladesh  
Phone: +8801823929075 E-mail: jagonariunnayon@gmail.com



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- Ensure the safety, security, and wellbeing of project staff, volunteers, and participants.
- Perform any other duties assigned by the Head of Programmes or Executive Director.

#### Qualifications and Experiences

- Master's degree in Development Studies, Social Sciences, Gender Studies, or related field.
- Minimum 7 years of experience in program management within the NGO or development sector, preferably in Cox's Bazar or humanitarian settings.
- Proven experience in donor coordination, proposal writing, budgeting, and reporting.
- Strong leadership, team management, and communication skills.
- Good understanding of gender equality, women's empowerment, and humanitarian principles.
- Excellent communication skill in ICT. Excellent facilitation, communication and interpersonal skills.
- Have good understanding on Humanitarian Response & standard.
- Have good understanding and practice on safeguarding & PSEA policy
- Having mentality to work in humanitarian response and willingness to work with under pressure. Minimum 03 year(s) in NGO/INGOs/ Development Project/Govt. Relevant Project, etc. Having mentality to stay in project areas. Willingness to work with under pressure.
- Experience in the gender equality and women's economic empowerment is an asset.
- Person with disability and female are encouraged to apply.
- Fluency in Bangla and English (written and spoken).

#### Core Competencies

- Strategic thinking and decision-making
- Team leadership and mentoring
- Partnership building and negotiation
- Budgeting and financial management
- Monitoring, evaluation, and learning
- Gender and inclusion sensitivity

#### Miscellaneous:

- Perform any other duties assign by the Line Manager

#### How to Apply:

**Qualified and interested candidates are requested to submit their application/Cover Letter with an updated resume to JNUS Head Office (Jago Nari Unnayan Sangstha (JNUS), Ramu College Gate, Ramu, Cox's Bazar-4730, Bangladesh) or this E-mail address: [hr.jnus@gmail.com](mailto:hr.jnus@gmail.com) on or before Oct 20, 2025.**

**Please mention the name of the position properly in the email subject line.**

Ramu College Gate, Ramu, Cox's Bazar-4730, Bangladesh  
Phone: +8801823929075 E-mail: [jagonariunnayon@gmail.com](mailto:jagonariunnayon@gmail.com)

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