



SAARC AGRICULTURE CENTRE (SAC)
BARC Campus, Farmgate, New Airport Road
Dhaka-1215, Bangladesh



Investing in rural people

(Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS))

VACANCY ANNOUNCEMENT (International/Regional)

Post	:	Project Coordinator
Name of Project	:	Consortium for Scaling-Up Climate Smart Agriculture in South Asia (C-SUCSeS)
Age	:	Not more than 55 (Fifty-Five) years
Citizenship	:	Citizens of SAARC Member States only
Duty Station	:	SAARC Agriculture Centre, Dhaka, Bangladesh
Duration	:	3 years

TERMS OF REFERENCE FOR PROJECT COORDINATOR

ESSENTIAL DUTIES:

- Prepare project work plans, project calendar, and timelines. In particular, lead the preparation of the Annual Work Program and Budget to be submitted for approval by the Project Steering Committee and No Objection from IFAD. Lead in the preparation of financial management reporting and auditing responsibilities.
- Lead coordination and communication among the implementing agencies (SAC, IFPRI), IFAD, SAARC Member Countries and other partners.
- Lead in the effective and timely implementation of all components of the project, based on the approved AWPB and the Project Implementation Manual.
- Track progress of the project and prepare periodic progress reports, including those due to IFAD, and organize sharing of reports among all partners.
- Maintain program meeting of minutes and related material.
- Coordinate project related M&E activities and functioning of MIS, while ensuring that lessons learnt are incorporated in project development and implementation and shared with stakeholders.
- Provide leadership in developing deliverables and monitoring status, including document creation, presentation preparation and logistical support.
- Coordinate planning for events, meetings, conferences, and presentations which may include coordinating arrangements for participants.
- Prepare and maintain inventories, annotated bibliographies, and project website.
- Respond to requests for information about project activities.
- Coordinate contracts, including tracking of invoicing and deliverables, receipt of required reports and monitoring expenditures. Coordinate the end-to-end contract and grant processes with internal parties (contracts, grants and legal business partners) and external parties (vendors and grantees).

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Required Qualifications:

- Master's degree in Economics, Agricultural Economics, Agronomy, Natural Resources, Environment, Public Policy and related disciplines.
- Familiarity with agriculture, climate change and food system in developing countries.
- Ten (10) year experiences of working in multi-country program/projects and multi-cultural environment in South Asia
- Ten (10) year experiences in management of rural development projects with emphasis on action and participatory-oriented research and with demonstrated knowledge of project management methods and techniques.
- Demonstrated knowledge of research methodologies and donor reporting requirements.
- Ability to synthesize multiple data sources and manage personalities while keeping tasks or projects on time and on budget.
- Excellent skills in the in the areas of judgment, organizational skills, diplomacy, discretion and written and oral communication.
- Strong interpersonal skills.
- Ability to communicate with diverse audiences.
- Make sound and timely decisions based on established project timelines.
- Excellent knowledge of English.
- Knowledge of languages of SAARC Member States, other than the native one, will be an advantage.

Remuneration:

Monthly remuneration – USD 2,500.

General Information:

Preference will be given to a person having work experience in related field as well as in the National Agricultural Research System/Extension Services/ Donor Agencies.

Application in prescribed form (*available at the SAC web site: www.sac.org.bd*) dully filled in by the applicant should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka-1215, Bangladesh on or before **4 March, 2021**. Only shortlisted candidates for the post will be contacted.

For any clarification, please contact Dr. Mian Sayeed Hassan, Director, SAC, +88 02 58153152, (director@sac.org.bd) or Mr. Kinzang Gyeltshen, Senior Program Specialist (NRM), SAC, kingyel@hotmail.com, Cell no. +880 1316195687

