



COMPASS PROGRAM BANGLADESH VACANCY ANNOUNCEMENT

'Project Lead'

A. BACKGROUND:

In collaboration with USAID Bangladesh, the United States Forest Service International Program (USFS/IP) has been working in Bangladesh since 2009, developing longstanding partnerships and providing need-based technical assistance to strengthen national-level capacity for forest management and monitoring.

In 2019 USAID Bangladesh and USFS/IP entered into an inter-agency partnership with USAID Bangladesh to implement the Community Partnerships to Strengthen Sustainable Development (Compass) program. The program addresses natural resource management challenges in Bangladesh through establishing a Youth Conservation Corps (YCC), strengthening communities, providing technical assistance, and strengthening the academic and research institutions. Compass program was extended to expand and build on previous pilot activities.

Compass collaborates primarily with local and international non-governmental organizations, universities, and the Bangladesh Forest Department (BFD).

Compass Program is seeking a qualified and experienced professional to be the full-time **Project Lead** based in Dhaka.

B. GENERAL INFORMATION ABOUT THE POSITION

Issuance Date:	25 September 2024
Application Closing Date:	10 October 2024
Number of Positions:	01 (One)
Position Title:	Project Lead
Level of Efforts:	Full-Time
Period of Performance:	Initially 1 Year; with the possibility of extension
Base Location:	Based in Dhaka
Expected Starting Date:	15 December 2024

Position Description

The **Project Lead** will provide overall strategic direction and management for the Compass program in Bangladesh, ensuring an integrated vision among program components and stakeholders to achieve defined objectives. The role includes developing strategic plans, providing leadership to inspire the project team, overseeing performance objectives, and maintaining compliance with USFS and USAID standards. The position will also establish and maintain relationships with relevant stakeholders, such as government ministries, academic institutions, NGOs, and USAID, to facilitate effective program implementation.

The **Project Lead** will support the program with duties and responsibilities including, but not be limited to, the following:

People Management (50%)

- Foster a work environment that conveys a sense of unity and cooperation among staff.
- Excel at motivating employees and building constructive work relationships and lead by example.
- Exemplify USFS/IP values such as professional respect for team members, teamwork, receiving feedback, and communicating often.
- Supervise staff and establish clear, specific, measurable performance objectives to staff and hold him /her and team accountable for accomplishing goals.
- Delegate effectively, keep employees informed of their performance status, providing timely, specific feedback on strengths and opportunities for improvement
- Proactively assess staff skills and take the initiative to address career development needs.
- Support employees to grow professionally by judiciously providing growth opportunities.
- Focus staff on the most important priorities and facilitate the achievement of goals by eliminating barriers to effectiveness.

- Devote efforts and resources to areas and systems that are efficient and add value.
- Make decisions carefully and thoughtfully according to the Decentralization and Accountability Model.

Communications, outreach, and partnership development (50%)

- Provide strategic direction for all project activities. Develops and updates the project strategic plan, ensuring that programmatic directions are technically sound, evidence-based, and compliant with USFS and USAID standards;
- Ensures the project achieves the greatest possible impact including providing the necessary leadership to inspire and motivate the project team to implement performance objectives and mandates in a timely and cost-efficient fashion and meet the highest quality standards and value for money
- Develop a framework for learning and create an organizational culture of learning and knowledge sharing;
- In collaboration with the Monitoring, Evaluation and Learning Manager provide leadership and direction to ensure robust monitoring and evaluation strategies, frameworks, plans, systems and indicators to capture and monitor/evaluate project resources, performance and results;
- Collaborates closely with senior Project staff and project stakeholders, to design and operationalize an annual project planning cycle, which integrates annual project workplans and budgets;
- Provide overall leadership to all aspects of the project including final review of detail budgets, procurement plans, work plans, performance frameworks, M & E plan, procurement and supply chain management plan, etc.;
- Maintain strong relationships with related ministries, departments, academic institutions, community-based organizations and NGOs, and other relevant stakeholders e.g. Ministry of Environment and Forests, the Forest Department, USAID, as well as with other relevant USAID projects;
- Lead team to provide proper coordination and guidance among GoB country-wide initiatives, community partners, NGOs and other key stakeholders;
- Emphasize the use of data and learning for ongoing program improvement and adaptation;
- Establish effective communication and coordination with personnel from the government in order to implement interventions and incorporate country-wide priorities;
- Maintain close communication with the USFS/IP Program Manager and awareness of USFS/IP priorities, leadership, and resources;
- Create and sustain a work environment of mutual respect where the project team strives to achieve excellence. Ensure a cohesive workplace for optimum staff retention;
- Carry out any other related responsibilities as assigned by the office.

C. QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the minimum qualifications listed below:

Education:

Required: A Master's degree, or equivalent in natural resource management, environmental science and/or policy, management, public administration, or related fields.

Preferred: Ph.D. in natural resource management, environmental science and/or policy, management, public administration, or related fields

Experience:

- At least 12 years of experience working in and managing medium-sized programs and related complexity.
- Experience working with USAID/ USG programs or other international donors including 5-6 years in a supervisory or management role.
- Experience in implementing natural resource management, biodiversity conservation or climate change adaptation projects in developing countries strongly preferred.
- International experience in developing countries, preferably including South Asia/Bangladesh.
- Proven experience and knowledge in promoting the role of gender in natural resource management and/or biodiversity conservation.
- Demonstrated ability to lead multi-disciplinary teams and develop a network of contacts among international donor officials, GoB, and non-government staff.

Skills/Competencies:

- Proven leadership in the administration of similar activities with skills in strategic planning, management, supervision and budgeting.

- Evidence of excellent skills in intercultural communications and proven experience in facilitating dialogue, coordination, and collaboration in wildlife and/or biodiversity conservation.
- Technical expertise that complements the skills of the project team.
- Possesses a demonstrated ability to establish strong working relationships with senior representatives of national and local government, the private sector and civil society.
- Able to develop effective working relationships with the project/program team members as well as with the external suppliers, vendors and service providers.
- Proven ability to show strong teamwork skills and work with a diverse group of stakeholders, with excellent customer service skills.
- Demonstrated experience working with multi-cultural teams and providing leadership with professional judgment in a cross-cultural and multi-level organizational context.
- Familiarity with issues related to forestry, natural resource management, development, climate change, sustainable landscapes/livelihoods, biodiversity conservation, international cooperation, and protected area management.
- Excellent organizational skills.
- Possesses advanced knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks.
- Ability and interest in learning new tools to make evidence-based operational decisions.
- High proficiency in relevant computer applications e.g. MS-Word, MS-Excel, MS- PowerPoint, and basic internet skills are required

Language Ability:

The incumbent must be proficient in spoken and written English at Level IV (fluent) and must likewise be fully fluent in spoken and written Bangla. English language skills will be tested.

D. BENEFITS AND ALLOWANCES:

The benefits and allowances for this position would be in line with Compass policy and guidelines, commensurate with the experience, qualification and previous track-record of the successful applicant.

E. INSTRUCTION FOR APPLICATION SUBMISSION:

Interested applicants are requested to properly fill in the application form available at this link: https://docs.google.com/forms/d/1RBwGqc0ohdbNPSgus-7Tut6y_f9ptjkJkXbVtH8AZA0/edit.

Applicant must have an active Gmail account to complete the application. In the application form, the interested applicants must provide accurate information to all required fields and attach the following documents listed below:

- 1) A Cover Letter** illustrating applicant's qualifications to meet the requirements for this position. Please use the following naming convention for your file: FirstName_LastName_CoverLetter. The cover letter must be attached either in MS word or in PDF file format.
- 2) A Curriculum Vitae (CV)** with full contact details, specific description of educational background, career experiences, and achievements. Please use the following naming convention for your file: FirstName_LastName_CV. The CV must be attached either in MS word or in PDF file format.

Please note that the interested applicants must submit the applications on or before **11.59 PM 10 October 2024**.

The successful applicant will be hired through a local hiring mechanism or through an international contracting mechanism to be employed on the Compass program, as per organizational policy. Applicant will not be hired by, nor an employee of, the US Forest Service. Only shortlisted candidates will be called for further assessment. The applicants who are not shortlisted will not be notified. All qualified candidates will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying handicap, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor.