

Coordinator – Local Economic Development



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FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

Swisscontact was established in 1959 as an independent foundation by notable figures from the worlds of commerce and science in Switzerland. It is exclusively involved in international development co-operation and has carried out its own and mandated projects since 1961. For 50 years, Swisscontact has delivered projects throughout Bangladesh, addressing systemic constraints and creating pro-poor market systems across various sectors.

*Swisscontact is inviting applications from skilled development professionals to provide their expertise into an exciting new journey with **PRABRIDDH** as **Coordinator – Local Economic Development**. People are at the core of what we do; we take pride in creating an atmosphere of growth driven with a strong focus on collaborative work environment. Team PRABRIDDH is looking to include a Local Economic Development professional with the willingness to work in a motivated team and contribute to our compassionate and driven lineup of experts.*

Position: Coordinator – Local Economic Development

Position Type: Mid-level local position

Location: Bhairab Municipality

Duration: Initial contract of one year; contract extension based on the incumbent's performance

Reports to: Senior Manager, Local Economic Development, PRABRIDDH project, Swisscontact Bangladesh

Purpose of the Job

The coordinator – Local Economic Development is responsible to design, implement, coordinate and monitor Local Economic Development (LED) interventions at the local level and support replication at the national level.

Brief Background of PRABRIDDH

Funded by Switzerland and Government of Bangladesh, co-implemented by Swisscontact and Local Government Division (LGD), the PRABRIDDH project is working with the partner municipalities to foster Local Economic Development (LED). After successful completion of the two years Phase I, PRABRIDDH has started its current phase of implementation on September 01, 2020. The

project will expand to six to eight new municipalities throughout the current phase.

Overall Responsibilities

Strategy Development and Implementation

- Lead intervention design and implement short- and long-term LED activities and strategies by scoping project locations and analysing business potentials of the relevant economic sectors at the local level to achieve overall project goals.
- Maintain and monitor project plans, schedules, budget and expenditures at the local level and prepare appropriate documentation.
- Update the management regularly of challenges faced in implementation of the project activities and jointly device mitigation measures.

Stakeholder Management

- Constant communications with key stakeholders at the field to inform changes in context and inform implementation design.
- Assist to develop capacity of local organisations both private and public sector to engage in and implement short- and longer-term LED activities and enable a process of local economic development.
- Establish and maintain liaison with relevant local government bodies, private sector actors and other local stakeholders of the project through regular communication.

Monitoring, Results Measurement and Learning

- Monitor strategic progress of project activities within the designated municipalities and provide corrective support as and when required.
- Coordinate regular feedback on field updates with supervisor and support the Monitoring and Results Measurement team.
- Maintain a culture of learning and sharing information with peer coordinators in different districts.
- Support MRM team to prepare project progress reports, including technical reports and other reports as per project requirement.
- Assist the project team in organising different seminars and workshops at the local and national level to disseminate project learnings as and when required; and represent the project during relevant information events.

Skills and Experience

The individual must conform to the following qualifications and expertise:

- Master's degree in any relevant Social Science or Business Administration discipline.

- At least 4 years of experience in reputed national NGOs or iNGOs; (S)he should have at least 3 (three) years of progressive experience in project coordination and stakeholder management at the field level; working experience with the local government will be an added advantage.
- Demonstrated experience in private sector development in its application to different economic sectors and contexts.
- Demonstrated experience in working with local and national government bodies.
- Ability to work productively in a highly collaborative setting (is a team player) while also able to operate independently with limited to no supervision.
- Excellent verbal and written communication skills in English and Bangla.
- A creative and motivated individual with the ability to think out of the box and take ownership of tasks.
- Works with trustworthiness and integrity and is committed to Swisscontact's core values; and
- Demonstrates awareness and sensitivity to gender and diversity (including sensitivity towards differently abled people).

Physical Demand

The incumbent is based in field office at the partner municipality. Field visits play a large part in the incumbent's activities; as such, it is expected that the incumbent is willing and able to take part in such activities as needed and sometimes under short notice.

Working Conditions and Environment

This will be applicable in accordance to the Swisscontact Finance and Operations Manual.

Application details

Please email your application form along with a cover letter (elaborating your competencies for the position) to bd.prabridhi@swisscontact.org addressing Manager-Business Administration, Prabridhi, Swisscontact Bangladesh.

The job description and the **application form** can be downloaded from our website <https://www.swisscontact.org/en/countries/bangladesh/jobs>. Please mention name of the position applied for in the "subject" line of your email. **Applications must be submitted on or before 23 June 2022.**

Swisscontact is an equal opportunity employer. We strongly encourage female professionals to apply.