

**MANUSHER JONNO FOUNDATION
JOB DESCRIPTION**

Job Title: FSTP Project Officer Development

Project: Empowering Civil Society for Climate Justice and Environmental Protection, Supported by WeltHungerHilfe (WHH) and funded by the European Union (EU).

Job Location: Based in Rangpur and Rangmati, with frequent field visit to remote working areas, Requires extensive travelling with night stay.

Job Type: Contractual

Position Level: Officer

Report To: Project Manager

Grade: 6/18 (Six)

Gross Salary: BDT-48,685.00 plus other admissible benefits as per the organization's policy

Funded By: European Union (EU).

The deadline for submission of the application: 23 July-2026

PROJECT BRIEF:

Empowering Civil Society for Climate Justice and Environmental Protection (CJEP) is a 48-month European Union funded project that is being implemented by Welthungerhilfe (WHH) in collaboration with Manusher Jonno Foundation (MJF), Uttaran, and Educo in six districts in Bangladesh that are vulnerable to climate change. The project seeks to help strengthen the capacity of Civil Society Organizations (CSOs) and Environmental Human Rights Defenders (EHRDs) to support climate justice, environmental protection, human rights and inclusive climate governance by engaging with and mobilizing communities, building capacity, developing evidence-based advocacy, and engaging with multi-stakeholders, particularly women, youth, indigenous peoples, and marginalized communities.

JOB SUMMARY:

The Project Officer (FSTP Development) will be responsible for coordinating and facilitating field-level implementation of project activities aimed at strengthening civil society engagement in climate justice, environmental protection, human rights, social accountability, and community-led advocacy. The position will provide direct support to Civil Society Organizations (CSOs), Community-Based Organizations (CBOs), Environmental Human Rights Defenders (EHRDs), women-led, youth-led, and ethnic minority organizations participating in the project. The Project Officer will play a key role in supporting the implementation and monitoring of Financial Support to Third Parties (FSTP) grants, facilitating community mobilization, coordinating local advocacy initiatives, strengthening stakeholder engagement, and ensuring quality delivery of project activities. The incumbent will work closely with consortium partners, local government institutions, and community stakeholders to ensure that project interventions contribute to locally led climate action, environmental governance, and protection of human rights. The position will promote gender equality, social inclusion, safeguarding, accountability, and rights-based approaches throughout project implementation while ensuring compliance with donor requirements and MJF policies and procedures.

KEY RESPONSIBILITIES AND TASKS

SL	Responsibilities	Tasks
1.	Project Planning and Implementation	• Support implementation of project activities in accordance with approved project documents, work plans, budgets, logical framework, and donor requirements. • Assist in the preparation of annual, quarterly, and monthly activity plans. • Coordinate field-level implementation of project interventions in assigned geographic areas. • Facilitate effective communication and coordination among project stakeholders, consortium members, and partner organizations. • Support organization of workshops, meetings, consultations, campaigns, dialogues, and other project events. • Ensure timely implementation of project activities and achievement of planned outputs and outcomes. • Participate in project review meetings and implementation planning processes.
2.	FSTP Grant Management and Partner Support	• Support implementation and monitoring of Financial Support to Third Parties (FSTP) grants provided to CSOs and community organizations. • Assist partners in understanding project objectives, implementation requirements, donor compliance standards, and reporting obligations. • Conduct regular field monitoring visits to assess implementation progress and provide technical support to grantee organizations. • Support verification of partner activities, outputs, and deliverables. • Identify implementation challenges and recommend corrective actions. • Ensure partners maintain appropriate documentation, records, and evidence of project activities. • Support grant performance monitoring and compliance review processes.
3.	Community Mobilization and Stakeholder Engagement	• Facilitate community mobilization processes that promote participation of women, youth, ethnic minorities, marginalized groups, and vulnerable populations. • Support formation and strengthening of community groups, local platforms, and citizen engagement mechanisms. • Facilitate community consultations, public hearings, social accountability initiatives, and stakeholder dialogues. • Promote awareness on climate justice, environmental protection, human rights, gender equality, and social inclusion. • Strengthen collaboration between communities, local government institutions, and civil society organizations. • Support implementation of community-led initiatives and grassroots advocacy actions.
4.	Advocacy and Networking Support	• Support implementation of local and district-level advocacy initiatives related to climate justice, environmental governance, and human rights.

SL	Responsibilities	Tasks
		- Facilitate participation of CSOs, EHRDs, women leaders, youth representatives, and marginalized groups in advocacy processes and policy discussions. - Assist in organizing campaigns, consultations, roundtables, and public engagement events. - Support networking and coalition-building among civil society organizations, community groups, and advocacy platforms. - Promote evidence-based advocacy and citizen participation in local decision-making processes.
5.	Monitoring, Documentation and Reporting	- Collect project data and implementation information using approved monitoring tools and reporting formats. - Support baseline studies, assessments, surveys, and monitoring exercises conducted by the project. - Document project achievements, success stories, case studies, lessons learned, and good practices. - Prepare activity reports, field visit reports, monthly updates, and implementation summaries. - Maintain accurate records and documentation of project activities and outputs. - Support preparation of donor reports and management reports by providing timely and accurate information. - Ensure proper filing and archiving of project documents and evidence.
6.	Coordination and Representation	- Represent the project at local-level meetings, workshops, consultations, and coordination forums as assigned. - Maintain positive working relationships with government institutions, local authorities, civil society organizations, and community stakeholders. - Coordinate with consortium partners and project team members to ensure effective project implementation. - Facilitate communication and information sharing among project stakeholders. - Support visits by donors, consortium partners, consultants, and external stakeholders.

IV. WORKING RELATIONSHIPS

A. Reports to: Project Manager

B. Communicate and Provide Inputs to: MJF, Consortium Partners and CSOs.

C. Coordinates with Project Team:

Coordinator-Governance Program , Project Manager, Capacity Building Officer, Gender Officer, Monitoring Officer, Finance Team, MEAL Team, MIS Team, Consortium Partners, FSTP Grantees, CSOs, CBOs, Environmental Human Rights Defenders (EHRDs), Government Officials, Local Government Institutions (LGIs), Community Leaders, Youth Groups, Women's Networks, and Relevant Stakeholders.

D. Collaborate with: WHH, UTTARAN, EDUCO, CSOs and others.

E. External: WeltHungerHilfe (WHH), Government and other relevant stakeholders.

V. WORKING CONDITIONS

The position is based in Dhaka, but frequent travel to remote locations in Bangladesh is required, with at least 60% of the time spent there. This contractual position will last for the duration of the project.

VI. KEY QUALIFICATIONS AND EXPERIENCES

- Master's Degree in Development Studies, Social Sciences, Environmental Studies, Public Administration, Political Science, Sociology, Human Rights, or a related discipline.
- Minimum 4 years of relevant experience in NGO/INGO project implementation, community development, advocacy, governance, climate change, environmental management, or civil society strengthening programs.
- Experience working with CSOs, CBOs, community networks, and marginalized populations.
- Experience in partner management, grant implementation, and community mobilization.
- Experience in FSTP/sub-grant management, donor-funded projects, or consortium projects will be considered an advantage.
- Understanding of climate justice, environmental governance, human rights, social accountability, and rights-based programming approaches.
- Experience working in remote and culturally diverse environments, including ethnic and indigenous communities, is desirable.
- The candidates should preferably be from the local target areas, i.e., the CHT districts (Rangamati and Bandarban) and the plain land districts (Rangpur and Gaibandha).
- The candidate should have a valid motorcycle driving license.

VII. KEY SKILLS AND COMPETENCIES

- Strong project implementation and coordination skills.
- Excellent community mobilization and stakeholder engagement abilities.
- Strong communication, facilitation, and interpersonal skills.
- Good understanding of advocacy, governance, and civil society strengthening approaches.
- Strong problem-solving and analytical skills.
- Ability to build effective relationships with government agencies, CSOs, and community stakeholders.
- Good report writing and documentation skills in both English and Bengali.
- Proficiency in Microsoft Office applications and digital communication platforms.
- Ability to work independently and under pressure in challenging field environments.
- Strong commitment to gender equality, social inclusion, safeguarding, and human rights principles.
- Willingness and ability to undertake extensive field travel.

MJF's commitment to safeguarding

Manusher Jonno Foundation is committed to preventing any unwanted behavior at work, including sexual harassment, exploitation and abuse, lack of integrity, and financial misconduct. It is committed to protecting children and vulnerable adults through its policy. The Manusher Jonno Foundation expects all MJF and project staff, vendors, and consultants to adhere to this commitment as outlined in MJF's Code of Conduct. MJF places a high priority on ensuring rights and upholding the respect and dignity of all people, regardless of their class, caste, ethnicity, religion, physical condition, or gender.

Women are highly encouraged to apply,