

**Position: Team Leader/Project Head****Vacancy: 02**

RISDA-Bangladesh is a national, nonprofit, and non-political NGO established in 1994 with a mission to promote human rights and drive socio-economic development for underprivileged, marginalized, and hard-to-reach communities. Since its inception, RISDA-Bangladesh has implemented various programs in humanitarian response, community development, skills development, renewable energy, microfinance, education, health & nutrition, agriculture & livelihood, women empowerment, protection, and more.

The organization envisions a world where all individuals can realize their full potential—a vision aligned with the 2030 Agenda for Sustainable Development, adopted by 193 Heads of State and Government in September 2015.

RISDA Institute of Technology (RIT) is a flagship initiative of RISDA-Bangladesh, operating since 1998. It is an ISO 9001:2015 certified Technical and Vocational Training and Assessment Center, affiliated with the Bangladesh Technical Education Board (BTEB) since 2014 and accredited by the National Skills Development Authority (NSDA) since 2019.

NB; This position is contingent upon the award of the project by the donor. The position description may be revised based on updated information from the donor.

Role and Scope

RISDA-Bangladesh is seeking a dynamic Team Leader for an upcoming project aimed at expanding access to skills development and employability for NEET youth, with a strong emphasis on gender diversity, ethnicity, and Persons with Special Needs (PwSN). This initiative prioritizes female participation in the national workforce through interventions such as alternative education, skills training, employment support, institutional capacity-building, and the creation of an enabling environment. The project also integrates a Contingent Emergency Response Component to enhance adaptability and resilience.

The overarching goal is to empower NEET youth by strengthening their skills, promoting continued education, and fostering an inclusive and supportive environment.

Key Responsibilities

- The Team Leader will provide strategic vision, leadership, and overall management to ensure the successful execution of the project. Key responsibilities include:
- Project Leadership & Management: Overseeing project operations to achieve targeted results, ensuring timely, relevant, and high-quality implementation.
- Technical & Strategic Guidance: Leading all aspects of contract performance, offering technical direction, and ensuring compliance with financial, administrative, and operational requirements.
- Consortium & Stakeholder Engagement: Supervising consortium performance and serving as the primary point of contact for donors, government ministries, and key national and international stakeholders.

- Risk & Financial Oversight: Strategically managing risks, monitoring finances, and ensuring each phase of the project is completed on time and within budget.
- Team & Expert Management: Leading a team of experts and relevant staff while ensuring reporting requirements, operating plans, and compliance with both donor and RISDA-Bangladesh policies.
- Impact & Sustainability: Driving robust strategies for project sustainability, promoting cross-learning, accountability, and integration, and delivering consolidated reports aligned with RISDA-Bangladesh's values and objectives.
- The Team Leader will play a pivotal role in shaping the project's long-term impact, ensuring adaptability, innovation, and continuous improvement to meet the evolving needs of the target communities.

What we're looking for

- Postgraduate degree or higher in economics, social sciences, international development, management, or a related discipline
- Substantive experience implementing economic growth, policy reform, youth-centric and private sector engagement programming in developing countries
- Solid working experience in leading and providing technical, administrative, and management oversight of large and complex international development donor-funded activities in similar role or comparable other management role
- Experience managing international development organization projects and staff with proven ability to oversee projects activities implementing simultaneously in multiple locations; experience with projects including a grants component
- Professional experience managing complex relationships with a variety of stakeholders and interacting with other donors, implementing partners, private sector, and government and other stakeholders
- Demonstrated supervisory skills and ability to work well on a team
- Excellent communication skills and fluency in written and spoken English required;
- Ability to manage agreements and all required programmatic and financial reporting requirements, including sub-grants management.
- Ability to monitor and assess performance of self, project team, consortium partners and other individuals, and / or organizations to make improvements or take corrective action.
- Demonstrated strategic thinking and planning skills, with emphasis on the ability to operationalize and oversee the execution of workplans.
- Strong leadership skills, with a demonstrated ability to collaborate and work across teams and roles. Ability to persuade and motivate people and teams.



- Experience developing capacity of government entities, staff, and other organizations.
- Demonstrated experience in managing government and donor relations.
- Ability to work effectively and sensitively in a cross-cultural context.
- Excellent diplomatic and engagement skills and proven ability to work effectively with government officials, partners, donors, and stakeholders at high levels.
- High level of leadership, interpersonal, technical, and analytical skills, including a demonstrated ability to interact effectively and collaboratively with a broad range of public and private sector counterparts and other key stakeholders
- Strong sense of accountability for project outcomes and experience in monitoring progress against key indicators.
- Experience in optimizing resource allocation, including human resources, finances, and technical expertise.
- Proven ability to identify and mitigate project risks, along with the development of comprehensive contingency plans.
- Ability to work effectively across cultures and backgrounds, considering the diverse nature of project stakeholders.
- Experience in providing leadership, guidance, and mentorship to project team members, fostering a collaborative work environment.

Location: Barisal & Mymensingh

Total Position: 02 (Female are Encourage to Apply)

Type of Role: Contractual

Duration of contract: 2 years from the date of project initiation with possibility of extension

Closing Date: 15 June, 2025

Equality, diversity and inclusion is at the very heart of everything that RISDA-stands for.

We RISDA-to reflect the diversity of the communities we work with, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

RISDA-is based on a culture of inclusivity and we strive to create a workplace environment that ensures every team, in every office, in every country, is rich in diverse people, thoughts, and ideas.

We foster an organizational culture that embraces our commitment to racial justice, gender equality, girls' rights and inclusion.

RISDA-believes that in a world where children face so many threats of harm, it is our duty to ensure that we, as an organization, do everything we can to keep children safe. This means that we have



particular responsibilities to children that we come into contact with and we must not contribute in any way to harming or placing children at risk.

A range of pre-employment checks will be undertaken in conformity with RISDA-Bangladesh's Global Policy Safeguarding. RISDA-also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this scheme we will request information from applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

Please note that RISDA-will never send unsolicited emails requesting payment from candidates.

Applicant must enclose his/her Photograph with CV.

Application Deadline: 15 June, 2025

Interested persons who meet the above-mentioned criteria are requested to submit their updated CV with cover letter & photograph at risda.earn@gmail.com by 15 June, 2025.