

BGGA YESS COUNTRY COORDINATOR PERSON'S TERMS OF REFERENCE (ToR) SPECIFICATIONS

The YESS country coordinator will have been assigned as following up WAGGGS criteria. The position will be responsible for implementation and coordination of the overall project and will work under the supervision of WAGGGS (YESS desk) and the project's Principle Investigator of BGGA.

(a) CORE CRITERIA

- YESS country coordinator; this position will be hold within 20-30 years old guide members;
- Be fully available full day at YESS project office at least 3-5 days a week to support the project;
- Maintain a attendance register and will be verified attendance by Project Officer;
- A minimum of a university degree in a relevant field, education qualification will be relax in the special case;
- Experience of at least one year in project administration, Project Planning, Management and Reporting;
- Capable in contributing to effective communication strategies including; newsletters, reports, websites;
- Excellent oral and written communication skills in English and Bengali;
- Capable to communicating and collaborating with various stakeholders;
- Training or experience of working with youth volunteers, especially young women in a cross cultural environment;
- Ability to use basic Microsoft Office applications e.g. Word, Excel, power point, etc;
- Team management skills (including mentoring, coaching, arrange meeting and resolution writing);
- Coordinate project activities in collaboration with YESS Program/Project personnel and partners (WAGGGS/NOREC and others);
- Coordinate training and information workshops, including the logistics of organizing the venue; participant travel, board and lodging, etc.;
- Plan and execution of the project activities as per guideline of WAGGGS;
- Prepare work plan and project reports;
- Prepare monthly, quarterly and annual narratives and financial reports in collaboration with project partners (WAGGGS);

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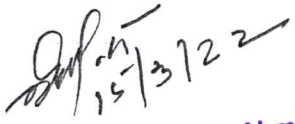
- Liaise with Global Program Manager, WAGGGS and other representatives;
- Interpersonal skills and ability to effectively relate with people of different personalities;
- Should be self-driven with the ability to work under minimum supervision and strict deadlines;
- Other tasks, as required by National Commissioner or her designate.

(b) **THOSE WITH ADDED ADVANTAGE (only if they fit in the above criteria): -**

- Working experience in an international setting
- YESS Alumnae

Salary/Remuneration

Salary/Remuneration will be fixed with the project allocation of YESS Project recommended by WAGGGS.


15/3/22
Professor Dr. Yasmin Ahmed
Deputy National Commissioner (Program)
Bangladesh Girl Guides Association