

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.



ActionAid Bangladesh is looking for suitable candidates for the following position:

Head of Programme and Implementation

Department	:	Programme, Policy and Campaigns
Location of posting	:	Dhaka (with community visit)
Types of contract	:	Two years, with possible extension
Number of position	:	1 (One)
Salary and benefits	:	A competitive salary package will be offered to the deserving candidate with other admissible benefits such as a festival bonus, provident fund, gratuity, medical and group life insurance, etc., as per HROD Policy.

Job Summary:

The Head of Programme and Implementation will provide strategic leadership for ActionAid Bangladesh in regard to overall programme development, implementation, and monitoring, including projects. In addition, s/he will ensure excellent management, coordination, and inter-linkage, with intersectionality as a priority.

Key responsibilities include (not limited to):

Strategic and Knowledge Leadership

The Head of Programme and Implementation will be responsible for setting strategy, formulating all-encompassing policy, and managing colleagues across all strategic priorities. S/he will lead to developing programmes in accordance with the Country Strategy. Through the Strategic Priorities Managers and the respective teams, the incumbent will oversee the implementation of AAB programmes. S/he will ensure that all programme activities are well-grounded, interconnected, and responsive to political, social, and economic developments. In addition, the Head of Programme and Implementation will ensure that programme priorities, strategies, and plans are aligned with the Country Strategy Paper (CSP) and other ActionAid International strategies. As a member of the Senior Leadership Team (SLT), this individual will contribute to strategic direction, execution, and decision-making.

Together with the Country Director, the Head of Programme and Implementation will ensure the implementation of the Country Strategy Paper (CSP) and the ActionAid International Strategy.

Policy Research, Advocacy and Networking

The incumbent will work closely with the Country Director to build a strategy for policy research and advocacy. The incumbent will initiate relevant research for high-quality work at the community level and influence policy changes at the national level.

The Head of Programme and Implementation will represent ActionAid Bangladesh at various network and alliance meetings, knowledge-sharing and learning forums. will act as the primary contact point for ActionAid Bangladesh with ActionAid International, Federation members, and other Country Programmes on issues related to Programme, Policy, Advocacy, and Campaigns. Based on AAB

expertise and knowledge, and the strategic guidance from the Country Director, s/he will contribute to ActionAid International's strategic implementation of programme and campaign-related initiatives.

S/he will maintain good professional relationships with local government and appropriate agencies and secretariats.

Partnership Development and Fundraising

The Head of Programme and Implementation is responsible for the implementation and monitoring of the AAB Partnership strategy and plans, as outlined in the partnership guidelines in coordination with the Partnership Development Team and the Local Rights Programme (LRP) team. S/he will lead to facilitate the capacity assessment for partners, determine their gaps, and develop capacity-building programmes for partners accordingly.

The Head of Programme and Implementation will ensure that strategic priority units/programme teams prepare concept notes and proposals in accordance with the strategy coordinated by the Resource Mobilisation team. S/he or she will offer strategic guidance for the development of concept notes and proposals. Maintains a solid professional network and rapport with donors, philanthropists, embassies, and other key stakeholders.

Programme and Project Management

The Head of Programme and Implementation will ensure that projects are high-quality, well-documented, cost-effective, and aligned with ActionAid's policies and strategies. The Head of Programme and Implementation will monitor trends in modern development programming and programme management methods. Provide Country Director and Senior Leadership Team with advice/recommendations on the most significant changes in relevant priority areas. In Programme and Project Development, s/he will come up with innovative concepts.

People Management

Strategic Priority managers and project managers will be directly reportable to the Head of Programme and Implementation. S/He will take the leadership role to create an enabling working environment where every team member will be able to show their full capacity for work. S/je will take on the responsibility of a leader in order to establish a conducive working atmosphere in which each team member will be able to perform to their maximum potential. To lead and manage a diverse team, s/he will adhere to feminist leadership principles and other approaches and policies of the organisation, including but not limited to the core values, code of conduct, and safeguarding policies.

Financial and Budget Management

As a member of the SLT, the Head of Programme and Implementation will contribute to the development of the yearly budget and resource allocation. S/he will monitor, review, and revise the programme activities work plan to ensure that it achieves its objectives as effectively and efficiently as possible. S/he will assess and approve the programme budget, concepts, and expenditures to ensure compliance with Financial Policies and Guidelines.

Monitoring, Learning and Knowledge Management

The Head of Programme and Implementation will oversee the activities and implementation of programmes and projects within the target framework. Through regular monitoring, s/he will provide strategic support to the managers to ensure the smooth functioning of the programme and projects. Together with the Manager - Monitoring, Evaluation, Accountability, and Learning (MEAL), s/he will establish and direct the execution of mechanisms to review the CSP (e.g., mid-term and end-of-strategy evaluations). The incumbent will work collaboratively with the Manager - MEAL and Manager - ICT to establish a culture and platform for the development and dissemination of knowledge.

Relationships

The individual in this role will report directly to the Country Director of ActionAid Bangladesh. S/he must maintain functional relationships with his/her colleagues, the larger programme team, and project teams reporting to the Programme Directorate. S/he will supervise the strategic priority managers, the Manager - Local Rights Programme, and the relevant Project Managers. must be able to effectively coordinate with different teams and units, both programmatically and functionally.

The Head of Programme and Implementation will manage strategic relationships with external stakeholders, including key Government, funding agencies, and other stakeholders. Additionally, maintain a strategic partnership with ActionAid Federation and other Affiliate and/or Associate Members. Prepare and submit reports to the ActionAid International Bangladesh Society (AAIBS) Executive Board and General Assembly, including the AAIBS Programme Committee of the Board.

Required Educational Qualifications and Experiences

Education

- An advanced degree or master's degree in social sciences or international studies is preferred. Training in project management, project development, Human Rights-Based Approach, Participatory Approaches and methods, Governance, Civic Empowerment and Accountability, and Monitoring and Evaluation is preferred.

Experience

- A minimum of five years of experience directing development work and human rights-based programmes.
- Prior experience as head of a programme department for a similar organisation is a plus.
- In-depth knowledge of programmatic and policy concerns at the national and international levels.
- Knowledge of the rights-based approach and gender issues in the context of development, as well as commitment to advancing gender equality within the organisation and in programme activity.
- Experience managing funding from multiple sources. Experience in fund-raising with institutional/government and business contributors.
- Experience in leading multiple teams.

Required Competencies

- Strategic planning and management expertise and skills
- Analytical and critical thinking.
- Knowledge and comprehension of public policy creation, policy research, policy analysis, and policy advocacy.
- Programme and project management expertise.
- Expertise in Program Review, Evaluation, and Monitoring
- Skilled in people management and a team player.
- Capabilities in budgeting, financial planning, and management
- Experience with proposal development and fundraising
- Excellent communication abilities.
- Networking and stakeholder management skills, especially partnership management.

Application instructions

Only those who meet the above requirements are requested to apply following these instructions:

- The last date of application is **Thursday, January 19, 2023.**

- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce, ensuring equal opportunity for everyone, irrespective of race, age, gender, sexual orientation, HIV status, class, ethnicity, disability, location and religion. Any personal persuasion/phone call will result in disqualification of candidature.

ActionAid Bangladesh has a non-negotiable policy of ZERO TOLERANCE towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy and other relevant safeguarding policies and expects all employees to abide by the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.