

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

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

Project Coordinator – Global Platform Project

Directorate	:	Programme, Policy & Campaigns
Priority/Unit	:	Young People
Project Name	:	Global Platform (GP) Project
Location of posting	:	Dhaka
Types of contract	:	Contractual
Duration	:	Up to 31 December 2022 (but have a possibility of extension depending on donor fund availability)
Number of position	:	1 (one)
Salary and benefits	:	Monthly Gross Salary will be 87,945 /- with other admissible benefits as per HROD Policy

Summary of Global Platforms

The Global Platforms provide innovative trainings and capacity development for young people to lead social, political and economic change around the world. Located in the regions where we can make a significant impact, ActionAid Global Platforms convenes a global network of locally managed, vibrant youth hubs offering a physical space for youth to meet, discuss and act together - a place where young people can exchange ideas with other peers in their efforts to create social change. We have a global pool of international, highly skilled young trainers, and through our Activista global youth movement we engage with thousands of youth volunteers aspiring to create social change in more than 25 countries. Currently we have Global Platforms in Denmark, El Salvador, Bangladesh, Kenya, Ghana, Zambia, Myanmar, Jordan and Palestine.

Job Summary:

Overall Objective:

The role of the position will be coordinating the activities of Global Platform Bangladesh to promote capacity development intervention of young people and develop the platform as innovative youth hub through harnessing the power of networking and partnership development.

General functions of this role:

This role will oversee and contribute to all the capacity development interventions taking place based at Global Platform Bangladesh (GPB) and Localised Youth Hub (LYH). The incumbent will ensure proper planning, coordination, quality deliverables according to the programme and new projects. S/he will be contributing positioning GPB with the various national and global network for promoting youth led innovation and address the issues of sustainability. Therefore, the Coordinator will capitalize the existing partnership of ActionAid Bangladesh and develop new partnership. S/he will also closely work with the

ActionAid Bangladesh's Programme Priorities and Organizational Priorities to explore the further work opportunities for achieving the AAB's Country Strategy Paper V.

Key responsibilities include (but not limited to):

Planning, coordination and ensuring quality implementation of capacity development activities and youth hub activities (40% time)

- Develop annual and quarterly work plans and budget of GPB in collaboration with SPA II.
- Maintain regular communication with the GP global secretariate for GPB programme development and overall coordination and sharing.
- Support the staff members/trainers of GPB for quality implementation of capacity development and youth hub activities.
- Compile and develop reports on the monitoring, evaluation, and implementation status to be submitted to AAB and Donor where applicable.
- Collaborate with the ActionAid Bangladesh Focal working on the AADK funded project on young people for synchronisation and quality implementation of programme and projects.

Networking and partnership development with the like-minded organization for promoting innovation and sustainability of the platform (30% time)

- Develop new initiatives for enhancing networks of GPB with the link-minded organization and youth led platforms for enhancing capacity development intervention.
- Support to develop youth led innovation and take scaling up initiative based in the platform and beyond.
- Develop GPB as an online platform to provide support to the wider network.
- Develop and facilitate GPB's business plan for ensuring programme and financial sustainability.
- Collaborate with Partnership development team for resource mobilization.

Knowledge Management & Communication (15% time)

- Creation of Communications and impact data and sharing widely to influence
- Contribute communication materials e.g. change stories, through AA systems (e.g. annual reports). Identify external opportunities to showcase work strategically to targeted stakeholders
- Develop key communications materials (online and offline) to promote GP amongst identified partners in Bangladesh and beyond; Develop factsheets, success stories and lessons learnt
- Ensuring the documentation process of GPB.

Team and Office Management (15% time)

- Support the team member for implementation of individual plan.
- Develop strategic direction for the team member from implementation from grassroots to national and global level.
- Regular monitoring of the financial health of GPB and planning of GPB activities.

Relationships

S/he will report to Manager - Young People of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organisational priority team and project management team. S/he will also Maintain liaison and networking in ActionAid International / Federation.

Required Educational Qualification and Experience

- A Master's degree in social sciences, international relations, development studies, or a related field.
- Training on program management and line management.
- At least 5 years of experience in the field of programme management, development cooperation, youth programmes & campaigns preferably with an international, multilateral or public organization.
- At least 5 years' experience in international development programming, planning, delivering, report writing.
- Past experience in resource mobilisation and networking is essential.

Required Competencies

Desirable

- Working experience on the diverse capacity development intervention.
- Sound knowledge on the youth issues in Bangladesh and organization working on and with the young people.
- Strong networking with the youth led organizations and relevant networks.
- Sound knowledge on project and financial management according to the project implementation cycle.
- Motivated to identify and promote youth led innovation.

Technical

- Capacity development and facilitation skill.
- Human resource management skill.
- Writing skill in English.
- Planning and coordination skill.

Application instructions

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

- Last date of application is **Saturday, 26 February 2022.**
- Please [click here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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 fund / money from job applicant should be regarded as fraudulent.