

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 (AAB) is looking for suitable candidates for the following position:

## **Programme Officer - Civil Society Mobilisation**

- Project : SUSHIL Project (Supporting the Unity and Sustainability of Civil Society Organizations (CSOs) to uphold Human rights, national Integrity and rule of Law in Bangladesh), funded by EU
- Unit/Priority : Women Rights and Gender Equity
- Location of posting : Dhaka, with regular field visit
- Types of contract : Fixed Term Contract
- Duration of Contract : Up to 31 December 2026 (depending on donor fund availability)
- Salary and benefits : Monthly Gross Salary will be BDT. 76,431 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy etc

### **Position Summary**

The objective of the position is to extend the support to national and grassroots level CSOs and alliances on good governance, peace and social security, human rights, gender and digital security act issues. The position requires a clear understanding on human rights, gender, digital security and governance issues in country and international aspect. The candidate should have experience in human right-based approach, partnership management and ability to analysis the socio-political context. She/ he should have sound knowledge and understanding on social audit tools, relevant laws and policies with training facilitation skill. The Programme Officer - Civil Society Mobilisation is also responsible for overall coordination with the district and national level CSOs, alliances, youth network, journalist forum, government official and public authorities. The position will support to create an interactive open-source digital platform and also support to make video documentary. Awareness raising campaign with government and public authorities on digital security and digital media is one of the major tasks of this position. The position will coordinate with local level initiatives between CSOs and private sector for sustainable development and also support to establish legal counselling cell to targeted areas. S/H will support to undertake policy dialogue with Parliamentary Caucus on indigenous people and minority affairs. S/H will maintain functional relationships with peers in team, priority and project teams as well as with peers in other NGOs engaged in Research and Knowledge Management work. S/H should be strong networker, facilitator, and co-creator of organizing, movement building and creative activism activities. She/He will support strengthening capacity of the partner organization to implement the advocacy and campaign plans on thematic issues. The position holder provides strategic and operational support to the Project Manager for national and international advocacy, survey and event management and also support to any other tasks assigned by management. S/H will require extensive field movement.

### **Key responsibilities include (are not limited to)**

**Program development and management:**

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- Assist to programme design, implement and monitoring on good governance and human rights, minority issue, feminist economic alternative, women empowerment, sexual and reproductive health rights and leadership.
- Develop position paper on good governance and human rights, democratic governance, feminist economic alternatives, women's control over body analysing women's sexual rights, women economic and political empowerment and prepare strategies for CSOs at community and national level.
- Mapping of socio-political and women empowerment issues & identifying the need at CSOs and provide intellectual support to the programme.
- Support in implementation and monitoring of programme.

## **Capacity Building:**

- Provide organisational and technical capacity building support to promote human rights, women rights, digital security, democracy and good governance.
- Organize & facilitate issue-based training, orientation, workshop to program participants, partner staff and other stakeholders.
- Provide capacity building support on digital technologies

## **Strategic Partnership management:**

- Manage CSOs, PNGOs as well as national level stakeholders and duty bearer with quality implementation.
- Support to strategic partners to implement the programme with theory of change of Human Right Based Approach (HRBA).
- Do the needful for consultant hiring and provide proper guidance.
- Support to conduct survey, research and evaluations
- Ensure audit in partners for effective financial management

## **Facilitate Advocacy and Campaign:**

- Ensure the advocacy and campaign plans and tactics which contribute to the campaign strategy and organisational goals & objectives.
- Identify risks of the advocacy and campaign and ensure plans to address and manage them.
- Develop clear political influencing strategies and messaging linked to the campaign strategy.
- Support digital campaigning and online/offline mobilisation approaches
- Develop and deliver effective and innovative advocacy and campaign actions and events.
- Contribute to monitoring and evaluation of project impact.
- Maintain an adequate level of up to date knowledge of policy and political debates in the current advocacy areas.
- Support to develop video messages/ documentaries and other online campaign materials.
- Maintain liaison with relevant ministries on relevant issues.
- Ensure GO, NGO & CS networking for proper implementation of the project.

## **Documentation, reporting and dissemination:**

- Prepare donor reports, letter of intent, agreement, MoU and other necessary documents for donor.
- Prepare change stories, best practices on relevant issues
- Support to finance team for proper financial management of the project
- Closely work with the Communication team and provide necessary information to upload the project information in social media and AAB's website.

## **Relationships**

The person who holds this position will be reportable to the **Project Manager** of ActionAid Bangladesh. S/he will closely work with organisation's strategic, operational priorities and projects.

## Required Educational Qualification and Experiences

### Education

- Graduate in social science or relevant subject. Preferably on higher education on development studies, social science, political science.

### Experience

- Minimum 2-3 years' working experience in development organizations in relevant programme. Preferably worked in International NGO, National NGO.
- Skill in developing alliance and networking within likeminded organizations to form the platform

## Required Competencies

- **Leadership** : Ability to follow instructions and complete assigned tasks efficiently and to take decisions independently.
- **Emotional Intelligence**: Understanding and recognition of own emotions and their impact on others and respond accordingly. Can manage stress well.
- **Communication & Collaboration**: Possess effective communication skills to interact with colleagues and stakeholders. Coordinate with team members to provide support as required.
- **Problem Solving Skill** : Ability to identify root-cause, analyse and propose alternative solutions based on their understanding of the organisation's policies and procedures.
- **Networking** : Ability to build relationships with colleagues and external stakeholders. Initiates or engages in networking activities and events and provide relevant information to external stakeholders and different forms with proper evidence.
- **Learning Agility**: Reflects on past experiences and uses that knowledge to inform future actions. Adapts to new work processes or technology with minimal guidance. Seeks out information and resources to expand their knowledge beyond their immediate responsibilities. Willingness to receive feedback and address those feedback positively.
- **Decision Quality** : Demonstrates sound judgment in routine decision-making situations. Understands the potential consequences of decisions and seeks input from others when appropriate. Open to feedback and willing to adjust decisions based on new information.

## Application instructions

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

- Last date of application is **Saturday, 15 June 2024**.
- Please [click here](#) to submit your application.

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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.



**NB: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from job applicants should be regarded as fraudulent.**