

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

Manager - Partnership & Programme Development (PPD)

Unit	:	Partnership & Programme Development (PPD)
Department	:	Resource Mobilisations
Location of posting	:	Dhaka
Types of contract	:	Fixed Term Contract, Initially for Five (5) Years
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:

Works closely with the Head of Partnerships & Resource Mobilisation. Engage in business development targeting development agencies through managing the interface between Programme and Fundraising objectives. Manage and monitor the portfolio of the institutional/Bilateral/Multi-lateral donor funded projects. Support generation of adequate resources for the delivery of the Country Strategy by managing a functional team with the capacity to support the process. Actively contribute to the unit's team building and fundraising strategy objectives through the decision making and action on planning, budgeting, monitoring and reporting. Contribute to organisational profile development and sustainable partnerships with existing donors and potential stakeholders.

Key responsibilities include (not limited to):

Fundraising and Proposal Development: (35% Time)

- Lead the proposal development process ensuring involvement of key partners and stakeholders. Manage a team and develop their capacity to effectively support the programme team to develop quality proposals and submit meeting the deadlines.
- Develop quality proposals / concept notes as per donor requirement.
- Initiate and collect donor intelligence for donor mapping.
- Ensure a stable income growth for AAB RRP portfolio.
- Manage consultants and implementing partners involved in the process of programme design, innovation and proposal development ensuring balance between competitiveness and cost recovery priorities.
- Assist programme, MEAL and support functions to carry out needs assessments, logical framework analysis, and budget development as per donor priorities.

- Lead and contribute to the process of developing the unit's fundraising strategies, fundraising Action.

Partnerships Development: (25% Time)

- Develop functional partnerships with development partners including funding agencies and implementing agencies. Develop donor engagement strategy for the Core Programme Development Community of Practice.
- Contribute to the organizational profile development, (presentations/information pack/case stories/impact stories) to highlight AAB's experience to current and potential donors, fundraising campaigns and events as required to showcase the organisation and its work to the external audience.
- Lead donor scoping and assessment of funding opportunities aligned with AAB's strategic priorities and generate partnership lead solicited/unsolicited.

Grant Management: (20% Time)

- Manage the post-award lifecycle of live projects, host inception workshop, host PMF meetings and coordinate with Finance, MEAL, programme, and audit team to track the progress as per Standard Operating Procedure.
- Support projects to develop quality reports; review, edit and submit reports ensuring donor requirements (as per project proposal and MoU) are met and all reports submitted to the donor are of 'good' quality and are meeting the reporting deadline. Maintain and manage donor communication through the donor focal points.
- Participate in monitoring missions to oversee programme quality, performance against expected results and analyse risks and offer mitigation measures to project and support units.

Management Information System: (10% Time)

- Curate and manage the process of information management of the unit's core functions including proposal pipeline, call calendar, Go/No decisions, due diligence, dashboard, fundraising performance reports for the PPD unit, International Secretariat, AAB SLT and CPD CoP.
- Maintain a process to keep the Contract Management System updated with information and mainstream the process across the programme and function team. Develop the capacity of the end-users and manage collaboration with the approvers. Support the CMS management team and the Super Users.

Team building and People Management: (10% Time)

- Coordination and collaboration with Head of Fundraising, central resource mobilization team and RRP team on partnership and programme development support, strategic decision-making engagement, donor communication and capacity building.
- Weekly meeting with team members and ensure individual workplan.
- Monitoring team performance and advice area of improvement.
- Create an enabling environment for team members to uphold AAB's mission & vision.
- Arrange one to one meeting with head of fundraising and team member when required.
- Mentoring & coaching to direct line management.

Relationships

S/he will report to Head of Partnerships & Resource Mobilisation of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organizational priority team and project management team. S/he will also Maintain liaison and networking in ActionAid International / Federation and other Country Programmes etc.

Required Educational Qualification and Experiences

Education

- Minimum master's degree in social sciences, humanities, development studies, human rights, political science or other relevant discipline or relevant experience.
- Excellent English and Bengali language skills (written, reading and spoken).
- Excellent analytical and decision-making skills.
- Training in Core Humanitarian Standards, leadership, safeguarding, programme innovation etc. desirable.

Experience

- Minimum of five years' experience with an INGO / NGO in a senior/mid-level programme funding position(s) involving proposal development, donor relationship management and reporting.

Required Functional Competencies

- Experience of developing successful proposals and/or tender bids to the UN as well as other donors.
- In-depth understanding of logical frameworks as a tool to develop the theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multicultural environment, often at a distance.
- Ability to prioritise own workload and work with minimal supervision.
- Must have the ability to lead the team to achieve organisation's objective

Required Core Competencies

- **Leadership:** *The ideal candidate should have a strong understanding of the organisation's goals and objectives, possess strong leadership and communication skills, be able to think strategically and make decisions, and have the ability to develop and implement plans to achieve organisational goals. These skills are essential for contributing to the success of the organisation and driving its mission forward.*
- **Emotional Intelligence:** *The ideal candidate should possess strong emotional intelligence, including advanced skills in recognising and regulating emotions, responding to others' emotions, and building effective relationships and teams.*
- **Communication of Collaboration:** *The ideal candidate should have strong communication skills, be able to collaborate effectively with internal and external stakeholders, and possess strong project management skills. These skills are essential*

for delivering effective presentations and reports, building strong relationships, and successfully developing and implementing project plans.

- **Networking:** *The ideal candidate should have strong networking skills, be able to represent the organisation effectively, identify potential partnerships, and mentor team members on networking best practices.*
- **Problem-Solving:** *The ideal candidate should have strong problem-solving skills, be able to identify and prioritise problems, work with others to develop solutions, and mentor team members on effective problem-solving techniques.*
- **Learning Agility:** *The ideal candidate should seek feedback and adapt behaviour, manage complex projects, pursue learning opportunities, and encourage others to learn and adapt to new technologies.*
- **Decision Quality:** *The ideal candidate should make informed decisions, consider alternative options, and be accountable for the quality and impact of their decisions.*
- **Action Oriented:** *The ideal candidate should surpass expectations, consider various factors for planning, take on new responsibilities, and rarely give up.*
- **Resource and Budget Management:** *The person in this position will anticipate risks, controls resources and assets, assign roles, and optimises utilisation.*
- **Talent Management:** *Develop team members' skills and abilities through career planning dialogues, goal-setting, and ongoing training. Encourages learning culture.*
- **Feminist Leadership:** *Promotes feminist leadership principles and gender-responsive policies, and mentors staff to apply these approaches in their work.*

Application instructions

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

- The last date of application is **26 November 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.

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.