**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 candidate for the following position:

**Manager – Women Rights and Gender Equity (Maternity Replacement)**

Directorate : Programme, Policy & Campaigns

Specific Priority/Unit : Women Rights and Gender Equity

Location of posting : Dhaka

Types of contract : Contractual

Duration of Contract : 07 (Seven) Months

Number of position : 1 (One)

Salary and benefits : Competitive Salary Package will be offered to the deserving candidate

other admissible benefits such as mobile & internet allowance, medical

benefits and group life insurance etc.

**Job Summary**

The position requires a clear understanding of the gender dimension and its interlinkages with GBV, identity, sexuality, masculinity, and women’s body integrity in the country context. S/he has the ability to bring policy issues by analysing social and legal gaps. A key aspect of the role is to represent ActionAid Bangladesh in inter-agency gender networks and build relationships with government and non-government institutions at national and international levels for effective sharing of learning and complementation of technical and financial resources.The ManagerWomen’s Rights & Gender Equity is also to facilitate initiatives related to women’s labour, decent work and public services campaign which aims all women should enjoy their labour rights, decent work and gender-responsive quality public services as they build solidarity and people’s power to end capitalism.

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

**Knowledge leadership, programme development and advocacy Campaign:**

* Support to ensure programmatic linkage with CSP V (Country Strategy 5) and ISP (International
* Strategy)
* Initiate, conduct, and facilitate knowledge products on women’s rights issues.
* Review, give feedback and edit consultant’s works specially on evidence-based research/survey/

documentation related to women’s rights issues

* Facilitate the process of PRRP (participatory review & reflection process), Plans & Budget forWRGE
* Ensure the analysis and the central role of women’s rights in the struggle against poverty and
* injustice properly translated to campaigns.
* Connect advocacy issues from grass root to national and international levels to connect community level processes of conscientisation with the district, national and international level

mobilisation.

* Provide technical support to national-level networks (SAC,JNNPF, SBGN,SWN,WC, GNB,CRAC etc.) and clusters (GBV cluster, GiHA etc.)
* Facilitate the process to observe OBR, IWD,16DoA and other campaigns at local, national and

international level.

**Partnership Management**

* Support team for project management and quality implementation.
* Maintain close communication and coordination with partners for planning, implementation and
* monitoring.
* Ensure audit compliance.
* Provide technical support to donor correspondence & reports, Plans & Budget, FD6, agreement, MoU, fund flow & budget tracking.

**Resource Mobilization/Fund raising:**

* Support Programme and Partnership Development (PD) team on resource mobilisation
* Work intensively to address the donor’s requirements.

**Profiling and Networking:**

* Lead ActionAid’s Global Campaign at all stages – in analysis, strategy development, implementation, policy advocacy, and coordination with allies/partners/unions.
* Represent AAB to play a strategic and active role on WR issues in the AA federation.
* Develop strategic relationships and partnerships with key stakeholders at National, Regional and International Levels.
* Interact, build and nurture effective working relationships with relevant GO/NGOs, and Civil Society Organizations in order to foster coordination, collaboration, and partnership
* Serve as a resource person for disseminating knowledge and skills to GO/NGO and other institutions

for AAB profiling.

**Team Management:**

* Support team on partnership management and implementation.
* Support team members on Planning, Supervision & Appraisal
* Give motivation to the team members.
* Conflict Resolution
* Knowledge and capacity building of team members
* Encourage team members to meet the deadline

**Contribution to senior leadership team:**

* As part of dual citizenship will contribute to international initiatives, particularly in relation to international platforms and delegations.
* Activity contributes to achieving the overall goals and objectives of AAB

**Relationships**

This position reports to Country Director of ActionAid Bangladesh and will maintain programmatic relationship with Director – Programme, Policy and Campaigns. S/he maintains a functional relationship with other strategic priorities and support units i.e. Finance, Administration, Communication and Programme Quality and Impact. S/he retains a close working relationship with relevant project teams for accelerated and effective implementation of project/s and ensures horizontal integration with Women Rights core programme. The incumbent will maintain liaison and networking with the ActionAid International / Federation and other Country Programmes. At the national level, the incumbent will maintain relationships with relevant Government and Non-Government Agencies/secretariats/ministries, local partners and other stakeholders.

**Required Educational Qualification and Experience**

* Master’s in social science, women’s studies and gender statutes, development studies or relevant subject(s).
* At least 5 years of working experience on women’s rights issues in reputed national and/or international organizations/NGOs, including two years in a managerial position.

**Technical Skills**

* Profound knowledge and experience in the field of Partnership Management, community and organizations focused on women along with adolescent issues
* Professional communication and report writing skills, both in English and Bangla. Experience in preparing research report, policy brief, working paper, monograph will be given preference;
* Possess humane values, and sensitivity to gender, disability and ethnicity;
* Understanding of child rights issues;
* Adequate knowledge in financial management and respect towards value for money;

**Desirable**

* A commitment to develop, promote and practice ActionAid’s vision, mission, values and strategy.
* Excellent facilitation and advisory skills.
* Negotiation skill, and motivational skill is required.
* Sound knowledge in team building, team management and motivational skills;
* Effective time management skills and ability to work under pressure;
* Willingness and flexibility for regular field visits.
* Good communication and report writing skills both in English and Bangla.

**Application instructions**

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

* + Last date of application is **11 October 2022**
  + Please [**click here**](http://jobs.actionaidbd.org/login) 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.**