**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:

**Programme Officer - Humanitarian Response (Maternity Replacement)**

|  |  |  |
| --- | --- | --- |
| Unit | **:** | Resilience and Climate Justice |
| Project | **:** | Strengthening Urban Public-Private Programming for Earthquake Resilience (SUPER) Project |
| Location of posting | **:** | Dhaka |
| Types of contract | **:** | Contractual |
| Number of position | **:** | 1 (One) |
| Duration of Contract | **:** | Up to October 2023 |
| Salary and benefits | **:** | Monthly Gross Salary will be BDT. 71,431 with other admissible benefits such as medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy. |

**Job Summary:**

This position provides overall technical support for Disaster Preparedness and Disaster Risk Management under the Humanitarian Programme of ActionAid Bangladesh. Her/ His core responsibility is supporting Strengthening Urban Public-Private Programming for Earthquake Resilience -SUPER Project implementation. The position will allocate 10% time for emergency response as part of the Emergency Fast Action Support Team (EFAST).

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

**Support project team to implement SUPER project activities integrating Disaster Preparedness**

**and Disaster Risk Management:**

* Support project team to detail out action plan following project log frame and activity plan;
* Support project team to align activities with other consortium members’ activities and projects related to AAB deliverables;
* Support project team in partnership management;
* Support project team to organize and conduct meetings, consultation, workshops, seminars,s, and other events as agreed at AAB & Consortium level;
* Coordinate and communicate with all LRPS to prepare, detail out, and follow up on DPWP;
* Prepare update on disaster preparedness program and share;

**Support project team to document SUPER project activities and develop concept note/proposal for additional fundraising**

* Support project team to document results, activities implementation processes, i.e. good practices, case study, lessons learned and challenges, and communicate as appropriate as well as drafting project report;
* Support project team to disseminate project activity, output, and outcome in consultation with AAB communication team;
* Support project team to ensure branding of ECHO and Consortium partners in all publications including electronic and social media versions;
* Support project team to develop concept notes, conduct needs assessment and project proposal for fundraising purposes;
* Overall coordinate with admin, finance, and communications team of AAB to smoothly run the project and program activities.

**Support project team to communicate with relevant stakeholders**

* Support project team to communicate with relevant stakeholders;
* Support project team to draft letters and other communication materials for stakeholder communication;
* Represent ActionAid Bangladesh at different clusters, forums, and coordination meetings.

**EFAST responsibilities**

* Support AAB country team to respond to humanitarian emergencies as an EFAST member;
* Support AAB country team to finalize and communicate SitRep to IHART;
* Support AAB country team to develop humanitarian response plan for 4LRPs in Urban Dhaka;
* Prepare report for AAI regarding Grand Bargain and other response-related documents

**Relationships**

Programme Officer - Humanitarian Response to Manager – Disaster Risk Reduction of ActionAid Bangladesh. S/He has to maintain functional relationship with his/her peers, greater programme team including project teams under PPC Directorate and organisation’s priority teams. S/He must be able to communicate with other teams and units both programme and operational.

**Required Educational Qualification and Experiences**

**Education**

* At least a Bachelor degree in development / social science /anthropology /environment/Disaster management or any other relevant subject from a reputed university.

**Experience**

* At least 2 years of relevant professional work experience at the national and/or international levels in DRR program/project development, planning, implementation.

**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 accorfdingly. 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:

* + The last date of application is **25 April 2023.**
  + 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.**