

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

Manager – Resilience & Climate Justice

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| Strategic Priority | : | Resilience & Climate Justice (R & CJ) |
| Directorate | : | Programme, Policy & Campaigns |
| Location of posting | : | Dhaka |
| Types of contract | : | Fixed Term Contract, Initially up to December 2028 |
| 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:

As a member of the Extended Leadership Team (ELT), the incumbent holds a critical role in achieving the strategic objectives outlined in ActionAid Bangladesh's Country Strategy, specifically focusing on "Resilience and Climate Justice." The Manager- Resilience & Climate Justice is tasked with integrating the principles of resilience and climate justice into the broader priorities and sub-priorities of AAB, ensuring a cohesive alignment with the green agenda. Additionally, the role involves fostering collaboration with national and international networks and alliances to advance AAB's initiatives related to resilience and climate justice.

Key responsibilities include (not limited to):

Formulate, devise, and execute programmes, policies, and campaigns (PPC) centered around Resilience and Climate Justice (R&CJ):

- Develop, regularly update, and effectively implement R&CJ programme according to country strategy.
- Facilitate integration of resilience and climate justice agenda in AAB (ActionAid Bangladesh) wide strategic priorities and practices and all PPC development activities.
- Review relevant policies, and uptake the local level advocacy messages to influence national and global policies.
- Design and implement campaigns on R&CJ issues from local to the global level.
- Prepare annual plans and budget, update, and regularly monitor budget utilisation.
- Develop detailed work plan and maintain regular tracking with necessary adjustments to ensure timely completion of the work.
- Oversee projects under R&CJ and track regular performance for successful completion and timely delivery of outputs.
- Maintain coordination between projects and programme focusing on resilience and climate justice issues.

Networking and Alliance formation (15%)

- Regular networking with CSOs particularly through CANSA, GNDR, PDD and other platforms to carry forward the advocacy agenda of AAB.
- Maintain regular communication with relevant government ministries and agencies i.e. MoEFCC, MoP, MoWCA, MoA, MoF, PKSF, CVF for mainstreaming climate justice issues in planning, budgeting, monitoring.
- Ensure proper representation of AAB at national, regional, and international platforms.

Operationalise AAI priorities and global agenda on resilience and climate justice (10%)

- Operationalise global programme, policies and campaigns on resilience and climate justice at AAB level.
- Participate and actively engage in global discourse and advocate for incorporating AAB/AAI agenda on R&CJ in different forums such as UNDR, COP, GPDRR etc.
- Work with other AA countries for collectively generating ideas for fund raising and multi-country project implementation.

Fundraising and Partnership Management (10%)

- Work with the Programme and Partnership Development (PPD) Unit to develop programme and sourcing funds.
- Develop and maintain a database of donors on resilience and climate justice.
- Liaise and maintain partnership with local, national, and international partners, donors.
- Lead pro-active actions and engage in fundraising on resilience and climate justice related multicountry projects.

Knowledge management (15%)

- Facilitate management of knowledge generated through advocacy campaign and research work
- Develop a communication and outreach strategy for the programme team for effective communication with the sector, actors, and donors.
- Monitoring, documentation, and timely reporting of programme activities and ensure that deliverables are submitted within timeframe and budget.

Team management (10%)

- As an Extended Leadership Team (ELT) member, the incumbent will contribute to the overall organisational development process both at the strategic and operational level.
- People management and undertake capacity development initiative for staff on relevant issues such as networking, knowledge and partnership management and effective programming.
- Mainstream the resilience framework in AAB wide activities and building capacities of local partners.
- Provide technical and managerial support to the respective team for day-to-day operation.
- Monitor team's performance against the agreed organisational standards, competency framework and KPIs to ensure that gaps are identified and resolved.

Relationships

The person holding this position will be directly reportable to the Head of Programme & Engagement with strategic support from the Country Director and Senior Leadership Team (SLT). S/he maintains a functional relationship with other strategic priorities and support units. S/he retains a close working relation with relevant project teams for accelerated and effective implementation of projects. The

incumbent will maintain liaison and network with ActionAid International/Federation and other country programmes. As ActionAid Bangladesh work with the local partners implementing the programme and projects, the incumbent will maintain a programmatic relationship with the partner organisations. At the national level, maintain the relationship with relevant government and non-government agencies/ministries and other stakeholders.

Required Educational Qualification and Experiences

Education

- Post Graduate/Master Degree on Climate Change, Environment Science, Economics, Development Studies or Relevant Subjects.
- Training on Resilience and Climate Justice. Training on Climate change would be an asset.

Experience

- At least 5 (Five) years of experience in INGO/NGO on Resilience and Climate Change related policy and programming.
- Understanding of programming issues and policy work.
- Experience in fundraising work

Required Functional Competencies

- Understanding of human rights-based approach.
- Strategic planning and management skills and experience.
- Negotiation skill, motivational skill, team building skill is required.
- Should be gender-sensitive and understand Child Safeguarding, Sexual Harassment and Exploitation and Abuse (SHEA) and Prevention of Sexual Abuse and Exploitation (PSEA).
- Ability to work under pressure and multiple deadlines.
- Excellent interpersonal skills.
- Excellent communication and report writing skills both in English and Bangla.
- Programme management skills.
- People management skills and a team player.
- Budgeting and financial planning, and management skills

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 **20 January 2024.**
- 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.