

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

Senior Officer - Programme Development & Reporting

Unit	:	Partnership & Programme Development (PPD)
Department	:	Resource Mobilisation
Location of posting	:	Cox's Bazar
Types of contract	:	Fixed Term Contract: initially for two (2) years with possible extension based on funding and individual performance.
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 mobile & internet allowance, medical benefit, group life insurance etc.

Job Summary:

This position is primarily responsible to support proposal development, donor reporting, donor compliance monitoring and contract management in collaboration with Programme, MEAL, Communications and Finance teams. The post-holder is responsible to ensure proper documentation and knowledge management of the donor funded projects in the Rohingya Response programme for internal and external sharing. In addition, the post-holder is responsible for developing fundraising materials including capacity statements, project briefs, presentations, review case studies, human interest stories and other communication materials and ensure quality in line with AAB and donor requirements.

This position will work closely with the Manager – Partnership & Programme Development, RRP and Head of Innovation & Resource Mobilisation to execute AAB's fundraising strategy for the Cox's Bazar operations.

Key responsibilities include:

Fundraising and Proposal Development: (35%)

- Support project and sector focals to develop proposals, results framework, budget and other documents as per donor requirement.
- Facilitate design workshops/ solutioning exercise effectively, capturing the key essence of ActionAid's approaches, humanitarian signature and unique propositions both as a lead applicant / co-applicant in consortia.
- Regularly gather donor intelligence, scan for funding opportunities and recommend appropriate actions including Go/ No Go decision-making and competition analysis.
- Contribute to the organizational profile development together with the Communications team, (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.

- Ensure fundraising standard operating procedures are followed strictly across all functions.

Grant & Partnership Management: (40%)

- Support the post-award lifecycle of live projects, including agreement/contract review, signing, amendment, hosting inception workshops, and coordinate with Finance, MEAL, programme, and audit teams to track progress.
- Support project teams to develop quality monthly, quarterly, and annual reports; review, edit and submit reports ensuring donor requirements are met and all reports submitted to the donor are of high quality and are meeting the reporting deadline. Maintain and manage donor communication through the designated donor focal points on all things related to contractual obligations.
- Maintain a process to keep the Contract Management System updated with required information and data and mainstream the process across the responsible teams against KPIs. Develop the capacity of the end-users and manage collaboration with the approvers.
- Cultivate mutually beneficial partnerships with development partners and peer NGOs.
- Assist Finance and Programme teams on handling donor audit missions, review management response to findings and chart a plan of action to improve compliance.

Management Information System: (15%)

- Curate and contribute to the process of information management of the unit's core functions including proposal pipeline, call calendar, Go/No Go decisions, due diligence, funding dashboard, and fundraising performance reports.
- Co-convening the Core Programme Development Community of Practice (CoP) bi-monthly meetings for Cox's Bazar and identify capacity building opportunities for colleagues engaged in fundraising, grant and partnership management.
- Accurately record and disseminate the minutes of internal/external meetings.
- Assist in gathering and reporting of specific funding-related information as requested by the Rohingya Response Programme CLT and Resource Mobilization department.
- Ensure timely documentation of relevant mission-specific events (in camps and host communities) covering donor visits, joint monitoring visits with partners, audit missions etc. and submission of relevant reports.

Programme Quality Monitoring: (10%)

- Ensure support in collating and streamlining project learning (best practices) and knowledge capture, based on the documentation from the project team.
- Participate in joint monitoring missions of various donor-funded response projects in Cox's Bazar to periodically assess performance against expected results committed by AAB and share findings with RRP CLT and PPD unit.
- Participate in needs assessment, evaluation, and studies to inform programme design and intervention strategy.

Relationships

S/he will report to Manager - Partnership & Programme Development (PPD), Rohingya Response Programme 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.

Required Educational Qualification and Experiences

Education

- Minimum bachelor's degree in social sciences, humanities, development studies, human rights, political science, international relations or other relevant discipline or relevant experience.
- Excellent English and Bengali language skills (written, reading, and spoken).
- Excellent analytical and decision-making skills.
- Trained in fundraising, M&E framework, grants management, Core Humanitarian Standards, leadership, safeguarding, programme innovation etc. is desirable.

Experience

- Minimum of three (3) years' experience with an INGO / NGO in a mid-level programme funding position(s) involving proposal development, contract management, donor relationship management and reporting.
- Programmatic expertise on any of the following themes: humanitarian response, Gender Based Violence in Emergency (GBViE), Protection, Camp Coordination & Camp Management, Food Security & Livelihood, WASH, Disaster Preparedness & Disaster Risk Reduction desirable.

Required Functional Competencies

- Experience of developing successful proposals and/or tender bids to institutional donors as well as soliciting bilateral partnerships.
- Working 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 a small unit to achieve organisation's objectives.

Required Core 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 that 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 **12 February 2025.**
- 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.