

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

## **Manager – Resilience and Climate Justice (Re-Announcement)**

*(Those who have applied before, need not apply again)*

Department	:	Programme, Policy and Campaigns
Strategic Priority	:	Resilience and Climate Justice
Location of posting	:	Dhaka
Types of contract	:	Regular Contract
Number of position	:	1 (One)
Salary and benefits	:	Competitive Salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc, as per HROD Policy.

### **Job Summary:**

As a member of the Extended Leadership Team (ELT), one of the key responsibilities of this position is to attain the objectives of strategic priority “Resilience and Climate Justice” of ActionAid Bangladesh’s Country Strategic Paper V (CSP V). The Manager- Resilience and Climate Justice is responsible for aligning other priorities and sub-priorities of AAB with the resilience and climate justice perspective and green agenda. In addition, he/she will work with national and international networks and alliances to carry forward AAB’s agenda on resilience and climate justice.

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

#### **Strategize, develop, and implement programme, policy, and campaigns (PPC) on R&CJ (Resilience and Climate Justice)**

- Develop, regularly update, and effectively implement R&CJ programme according to CSP V
- 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 utilization

- Develop detail work plan and maintain regular tracking with necessary adjustments to ensure timely completion of the work.

## **Networking and Alliance formation**

- 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.

## **Fund Raising and Partnership Management**

- 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 multi-country projects

## **Operationalize AAI priorities and global agenda on resilience and climate justice**

- Operationalize 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.

## **Team management and capacity building**

- As an Extended Leadership Team (ELT) member, the incumbent will contribute to the overall organizational 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 organizational standards, competency framework and KPIs to ensure that gaps are identified and resolved.

## **Knowledge and information management**

- 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.

## **Manage and oversee projects**

- 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.

## **Others**

- Facilitate green action of ActionAid Bangladesh and contribute to global green action activities as Green Champion
- Any other relevant tasks assigned by the line manager

## **Relationships**

The person holding this position will be directly reportable to the Head of Programme, Policy and Campaign/Country Director of ActionAid Bangladesh. 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 organizations. 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.

### **Experience**

- At least 5 (Five) years of experience in national level NGOs or INGOs on Resilience and Climate Change related policy and programming.
- Understanding of programming issues and policy work.
- Experience in fundraising work.

## **Required Competencies**

- Understanding of 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.

## Application instructions

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

- The last date of application is **27 July 2022.**
- Please [Click Here](#) to submit your application.

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**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.**