

ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.

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

Senior Programme Officer

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|----------------------|---|--|
| Project | : | Youth Community of Interest |
| Directorate | : | Programme, Policy & Campaigns |
| Location of posting | : | Dhaka |
| Types of contract | : | Fixed term contract |
| Duration of Contract | : | Up to 31 December 2021, if not extended |
| Number of positions | : | 1 |
| Salary and benefits | : | Monthly Gross Salary will be 72,100/- with other admissible benefits such as Mobile & Internet Allowance, Medical Benefit and Group Life Insurance etc |

Job Summary

ActionAid (AA) is a global federation addressing the issues of global justice through system change. ActionAid considers young people as catalyst of system change in terms of achieving social justice, economical justice and environmental justice to be fulfilled.

AA believes that young people have the power to build a just, sustainable and equitable world where everyone's rights are respected, resources are equitably redistributed, and all are able to lead resilient and dignified life. ActionAid positions itself as an ally with young people on their local and international struggles.

Youth Community of Interest (YCOI) is a delegation to ActionAid Bangladesh and ActionAid Denmark to support actions that creates youth-led action and facilitate for knowledge sharing on how best to support youth-led action. An action is youth-led, when young people (18-35) are at the forefront of the planning, carrying out and following up on actions, as well as when they are part of the decision-making processes and are given the space to lead.

As Senior Program Officer on YCOI there are the following **three main responsibilities**:

1. Plan, facilitate and coordinate the "Fire Tender Program" (which is a cooperation between staff in 8-10 selected AA countries),
2. Extract learnings and best practices and ensure they are shared, and
3. Implement actions in Bangladesh through the Global Platform Bangladesh and ActionAid Bangladesh.

The countries include the delegation holders of Youth:

- a. Bangladesh and
- b. Denmark,

The experienced Global Platform (GP) (besides AAB):

- c. Guatemala

And the new GPs in:

- a. Nepal
- b. Zimbabwe
- c. Tanzania
- d. Senegal

- e. Liberia
- f. (Maybe Greece)
- g. (Maybe Malawi)

Key responsibilities include (not limited to) :

Job Responsibilities 01: Plan, facilitate and coordinate the new “Fire Tender Program” + Extract Learnings and share

Tasks

1) Plan facilitate and coordinate “Fire Tender Program”:

- Plan, initiate and facilitate the cooperation among the selected countries in cooperation with an Action Advisor based in Zimbabwe.
- Plan and host an online convening for starting the cooperation (Q1).
- Plan and host monthly meeting for knowledge sharing and support (Q1-Q3).
- Provide individual support to the engaged countries on the implementation of actions (Q1-Q3).
- Cooperate with the Innovation Team at AADK on developing the framework for the methodological approach for facilitating the cooperation.
- Cooperate with the Organising Team at AADK on ensure the links and inclusion of the organising methods in the capacity building.
- Explore how the “Story of Youth” in AA can be used to ex create a shared language, communicate AAs methods for working with young people and pinpoint what we need to do differently.

2) Extract learnings and best practices and ensure they are shared

- Extract learnings and best-practices and ensure it is shared at YCOIs monthly webinars (YCOI Café) in cooperation with the Action Advisor (Q1-Q3)
- Explore other ways of sharing in cooperation with Communication Advisor based in Tanzania (TCDC).
- Ensure the production of the final Best Practice Product (e.g. video, trainings, infographic, report, etc.) in cooperation with an Advisor based in Tanzania and an Advisor based in Zimbabwe (Q4).

Job Responsibilities 02: Develop and implement actions in ActionAid Bangladesh

Tasks

1) Implement actions in Bangladesh through the GP,

- Be responsible for developing actions in cooperation with Global Platform Bangladesh, implementing and testing the actions
- Share experiences and learnings with the other countries in the cooperation

Job Responsibilities 03: Supporting the youth movement and action in Bangladesh

Tasks

- Collaborate with youth programming in ActionAid Bangladesh to facilitate youth led action on the given areas and issues.
- Participate in the country level plan on youth programming for team coordination and harmony.

Relationships

The person holds this position will be reportable to **Project Manager - A4I Project**.

Required Educational Qualification and Experiences

Education

- A Master's degree in social sciences, development studies or a related discipline

Experience

- At least 4 years of work experience in a developmental organization, particularly working with the movements of young people and/or support for youth-led change.

Required Competencies

- Knowledge and experience on:
 - supporting youth-led action,
 - directly working with activists and/or social movements
 - facilitating intercultural networks working according to a Human Rights Based Approach (HRBA).
- Excellent skills in working with young people and building youth leadership.
- Excellent facilitation and advisory skills.
- Excellent written and spoken Bengali and English.
- Ability to work independently and foster a team spirit.
- Ability to work under pressure and tight deadlines.
- Gender sensitive and familiar with Human Rights Based Approach; and
- Excellent knowledge and use of internet, social media and software packages (i.e. MS Office, etc) and Zoom.

Application instructions

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

- Last date of application is **29 January 2021.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of fund / money from job applicant should be regarded as fraudulent.