

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

Coordinator – Capacity Development and Innovation

Project/ Unit	:	Global Platform (GP)
Location of posting	:	Dhaka
Types of contract	:	Contractual (until 31 December 2022)
Number of position	:	1 (One)
Salary & Benefit	:	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:

Global Platforms is ActionAid's network for youth-led activism – initiated in 2009. ActionAid is an international, non-governmental organisation (INGO) working with more than 15 million people in 45 countries for a world free from poverty and injustice. The Global Platforms are dynamic and inspiring environments where young people (aged 16-35) live and learn together, where they can think freely, develop their own ideas and connect, discuss and act on local, national and global issues for activism and social change. The Global Platforms deliver participatory and action-oriented youth-led initiatives for activism and social change around the Global Platform training hubs. Currently, Global Platform (GP) networks has been working in 22 countries across the globe.

This position will support Global Platform team in Bangladesh to design, facilitate and supervise its capacity development and youth-led initiatives for bringing change for building just and equal society.

Key responsibilities include (not limited to):

Developing associate trainer group and coordination

- Forming the associate trainer's group
- Conducting ToR
- Mentoring, coaching and regular support in terms of planning at grassroots
- Materials development and sharing
- Ensure and monitor the quality of the capacity development intervention.

Design and facilitate need-based capacity development intervention

- Stakeholder mapping and mobilise resources;
- Develop training plan and materials according to the requirements;
- Facilitate the training by mobilizing internal and external resources;
- Document and share the learnings of the capacity development intervention.

Develop and facilitate digital platform e.g. LMS based capacity development initiative

- Designing and developing the online courses;
- Design and facilitate the blended and hybrid capacity development initiative;
- Enhance the capacity of the associate trainers to mobilise grassroots young people for digital learning;
- Develop mechanism for collecting feedback to feed in for new planning.

Coordinate and support the innovative projects

- Coordinate and support the young people to design the small scale innovation for their constituency;
- Monitoring the implementation of youth led innovation project;
- Capture the learning and showcase at various level.

Relationships

- S/he will report to **Project Manager- A4I** of ActionAid Bangladesh. S/he has to maintain functional relationship with his/her peers in the team, strategic and organisational priority team and project management team.

Required Educational Qualification and Experiences

Education

- Master's or Post-graduation Degree from any social science or relevant fields.

Experience

- A minimum 4 years of experience including 2 years in capacity development at development or relevant sector;
- Prior working experience with young people issues, including climate justice, democratic participation, SDGs and humanitarian action.

Required Competencies

- In depth understanding on Human Right Based Approach and Human Centric Design;
- Experience of working with nation or international nonprofit organizations;
- Experience of supervising trainer groups at grassroots level;
- Experience on mentoring and coaching young people;
- Sound communication, report writing and editing skills;
- Understanding on designing online capacity development course at LMS (Preferrable).

Application instructions

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

- The last date of application is **Wednesday 20 October 2021.**
- 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.