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

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

Senior Officer – Child Sponsorship (Reporting)

(Maternity Replacement)

Unit	:	Child Sponsorship
Department	:	Resource Mobilisation
Location of posting	:	Dhaka
Types of contract	:	Fixed Term Contract, (One Year, if not extended)
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 86,674 with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, mobile & internet allowance etc, as per HROD Policy.

Job Summary:

The Senior Officer, Child Sponsorship (Reporting) role's primary focus is on meticulous planning, diligent monitoring, and the development of high-quality reports. These reports include but are not limited to Community Voice Content (CV), Progress Reports (PR), Community Newsletters, Case Studies, Next Step (NS), Impact and Output stories for Girl Supporter project, and various other initiatives.

This role also entails proficient database management, specifically handling SK (Sahakom) Child Sponsorship System-related requirements within respective Local Rights Programmes (LRP) while ensuring accurate and timely updates. Beyond that, the position involves spearheading capacity-building training sessions, coordinating activities for Girl Supporter, and adeptly managing complaints and queries.

To attain the broader objectives of the programme, active involvement in emergency support initiatives is crucial. Additionally, ensuring meaningful participation of children and digitalizing activities of community journalist groups are integral components of this multifaceted role. The Senior Officer for Child Sponsorship (Reporting) plays a pivotal part in enhancing the child rights programme's impact and effectiveness, contributing significantly to the mission of ActionAid Bangladesh.

Key responsibilities include (not limited to):

Reporting Communication:

- Generate community-driven content, including personal narratives, statistical data, fundraising initiatives, real-life examples, endowment updates, and transition progress reports for funding partners in Greece, Italy, Sweden, and the United Kingdom.
- Collaborate with the UK team for Next Step progress updates and liaise with Swedish supporters to compile reports on girls' support projects and other relevant projects, all in accordance with the designated communication strategy.

- Ensure meticulous review and punctual submission of Child Sponsorship (CS) reports, fostering team growth through constructive feedback and support.
- Prioritize the enhancement of LRP staff competencies in composing impactful stories that align with market demands.

Database Management

- Gather and manage messages from children (CM), acknowledge correspondences, and handle other pertinent supporter communications with accurate information, ensuring strict adherence to child sponsorship regulations.
- Streamline and oversee the process for addressing complaints and queries (C&Q), with the aim of enhancing the supporter experience through focused management.
- Initiate child profile creation in the database and monitor photo updates, alongside coordinating supporter communication follow-ups.
- Proficiently administer the Sponsorship Knowledge (SK) and Management Information System (MIS) data system for sponsorship-related data.

Capacity Building Initiative

- Determine training requirements and organize staff development workshops by collaborating with relevant personnel and departments.
- Organize training sessions at the community level, focusing on engaging young participants, particularly children, to meet the goals of the child sponsorship and child rights initiatives.
- Deliver informative sessions during training, meetings, and community visits to reinforce the effectiveness of on-the-ground child sponsorship programs.
- Strengthen the capabilities of partner organizations in managing child sponsorship through skill enhancement in areas such as programme understanding and design, Child Protection and Safety, Child Communication and Reporting, Data Management and Technology, Monitoring and Evaluation, Financial Management, Stakeholder Engagement, and Networking and Knowledge Sharing.

Monitoring and Community Development Initiative

- Strategize and execute child-centered gatherings within the community, prioritizing the safety and protection of children.
- Address incidents of child violence, collaborating with the LRP and utilizing established groups like the Community Journalist Group and Child Forum.
- Establish secure zones for children and introduce age-appropriate activities aligned with programme directives in these spaces.
- Serve as the designated point of contact for Child Sponsorship (CS) matters within a designated LRP, ensuring swift responses to emergency support needs.
- Initiate necessary measures to enhance the child center's facilities and foster an improved learning environment

Project Cycle Management

- Proactively engage in the creation or support the development of Information, Education, and Communication (IEC) materials while overseeing the publication process for the child sponsorship unit.

- Contribute to the Participatory Review and Reflection Process (PRRP), evaluate and appraise LRPs, and actively participate in the formulation of the Annual plan and budget for LRPs.
- Oversee the entire lifecycle of the girl supporter project, including planning, budgeting, international meetings attendance, communication at the field level, execution, and reporting. The goal is to enhance girl participation in community development endeavors.
- Take part in pertinent national meetings and events, assisting in coordination efforts with Strategic Priority focal points.
- Implement digitalization strategies for the Community Journalist Group's activities and ensure the online publication of their written works.
- Attend coordination meetings and collaborate with LRP focal points, SPs, and MEAL teams to bolster LRP operations.

Relationships

S/he will report to Manager – Child Sponsorship & Child Rights Programme of ActionAid Bangladesh. S/he is expected to maintain functional relationship with his/her peers in team, priority, project management team. S/he must be able to communicate with other teams and units, both programme and function of AAB. S/he is expected to maintain relationship with relevant Government, Non-government agencies, funding affiliates and others.

Required Educational Qualification and Experiences

Education

- Graduation in a relevant field such as Social Sciences, International Development, Communication, or a related discipline. A higher degree or relevant certifications would be an advantage

Experience and Technical Skills

- At least 3-4 years of working experience in child sponsorship programmes or relevant field, in the development sector.
- Proven track record in reporting, data analysis, and communication within the context of development projects or child-focused initiatives
- Child Rights and Protection: Strong understanding of child rights, child protection, and safeguarding principles, with practical experience in ensuring the well-being and rights of children in development programs.
- Reporting and Documentation: Proficiency in designing and producing comprehensive and clear reports, both written and visual, to effectively communicate program outcomes, impact, and progress to stakeholders.
- Data Management and Analysis: Skill in data collection, management, and analysis to derive insights and trends from project data, which can inform decision-making and program adjustments.
- Communication Skills: Excellent written and verbal communication skills to effectively convey complex information to a variety of audiences, including donors, partners, and community members.
- Project Management: Ability to manage and coordinate various aspects of child sponsorship programs, ensuring timely and quality implementation, reporting, and adherence to program objectives.
- Team Collaboration: Proven ability to work collaboratively with cross-functional teams, community members, and partner organizations, fostering effective relationships and partnerships.

- Technical Skills/ Key Competencies: Proficiency in relevant software applications for data management, reporting, and visual representation (such as Microsoft Office suite, data visualization tools, etc.). Familiarity with working database systems/MIS, and data entry.
- Monitoring and Evaluation: Basic knowledge of monitoring and evaluation concepts to contribute to program assessments and improvements.
- Languages: Proficiency in both written and spoken English and Bengali.

Required 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 accorfdingly. 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 those 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 **20 April 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.