

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

**act:onaid**

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

## **Deputy Manager – Women Rights and Gender Equity**

Directorate	:	Programme, Policy & Campaigns
Specific Priority/Unit	:	Women Rights and Gender Equity
Location of posting	:	Dhaka
Types of contract	:	Regular Contract
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be <b>BDT. 92,342</b> with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance etc.

### **Job Summary**

The key role of the position is to support attain the objectives of Strategic Priority “Women rights and Gender Equity (WR&GE)” of ActionAid Bangladesh’s Country Strategic Paper V (CSP V). The position requires a clear understanding of GBV (Gender Based Violence) issues in the country and international aspect, experience in rights-based approach, partnership management and the ability to analyse social and legal aspects for VAW (Violence Against Women), existing laws and policies and international instruments with training facilitation skill. The Deputy Manager – WRGE is also responsible to support for overall coordination within the different sub-priorities and facilitates interlinkage with other strategic priorities such as Resilience and Climate Justice, Young People, and Humanitarian Programme as a team member of WR&GE. In addition, S/he will work with national and international networks and platforms to advocate ActionAid Bangladesh’s position on Women Rights and Gender Equity. Deputy Manager – WRGE may also take lead fully or partially in different relevant projects. S/he will provide strategic and operational support to the Manager – WRGE for national and international advocacy, research and event management.

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

#### **Strategy development and Programme design:**

- Support to develop of long-term and short term programme strategies and budget under priority.
- Develop policy briefs, position papers, concept notes, campaign and advocacy strategies and other advocacy instruments in the Bangladesh context and prepare strategies for Local Rights Programme (LRPs) at the community level.
- Assist to revise and adopt Gender Policy for LRP partner organisation.

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- Mapping of women's rights activities in LRPs and providing intellectual support to the programme.
- Support in implementation and monitoring of programme.
- Develop indicators for Women Rights programme specially GBV related programme.
- Technical support to LRPs for Gender Audit and Gender Analysis Framework.
- Support to prepare a detailed work plan and maintain regular tracking with necessary adjustments to ensure timely completion of the work plan.
- Support to track project performance, especially for analyzing the successful completion of short and long-term deliveries.
- Support to facilitate coordination between Women's Rights and Gender Equity Team and other Strategic Priorities, including functional units to ensure programmes and policy initiatives are balanced and comprehensive.

#### **Advocacy, Campaign and Networking**

- Provide technical support to national-level networks (SAC,JNNPF,SBGN,SWN,WC,GNB,CRAC, etc.) and clusters (GBV cluster, GiHA, etc.)
- Provide support to explore the opportunities linking with Government and NGOs.
- Initiative to account for district-level duty bearer to ensure rights of marginalised groups.
- Connect advocacy issues from grassroot to national and international level. Ensure to connect community level processes of conscientisation with district, national and international level mobilisation.
- Support to facilitate the process to observe OBR,IWD,16DoA and other campaigns at local, national and international level.

#### **Partnership Management:**

- Project management for quality implementation of assigned projects under WRGE theme.
- Maintain close communication and coordination with partners for planning, implementation and monitoring.
- Ensure audit in partners for effective financial management.
- Provide technical support to donor correspondence & reports, Plans & Budget, FD6, agreement, MoU, fund flow & budget tracking.
- Capacity building for LRP and Partner Organisation on Women Rights issues.

#### **Fund Raising:**

- Support Programme Manager in fundraising process.
- Search for fundraising and prepare concept notes and proposals for fundraising.

#### **Documentation:**

- Prepare reports, change stories, and best practices on Women Rights issues.
- prepare reports, letter of intent, Agreement, MoU, and other necessary documents for donors, fund disbursement and ensure quality reporting
- Work with the Communication team to upload information on Social Media and AAB's website on WR issues

#### **Team Building & team management:**

- Maintain interpersonal communication in team and Organization
- Strengthening team member's capacity.

- Ensuring to develop successor of the team
- Planning, supervision & appraisal
- Knowledge and capacity building of the team members

## Relationships

Deputy Manager – Women Rights and Gender Equity will report to Manager – Women Rights and Gender Equity of ActionAid Bangladesh. S/He has to maintain a functional relationship with his/her peers, the greater programme team including project teams under PPC Directorate and organisation's priority teams. S/he must be able to communicate with other teams and units both programme and operational.

## Required Educational Qualification and Experience

- Masters in social science, Anthropology/Development studies, or a related subject. Bachelor's degree in relevant subject may be considered if the candidate has relevant working experience.
- At least Four years of working experience in Partnership Management, community and organisations focused on women along with adolescent issues.

## Technical Skills

- Ability to promote and mainstream gender base violence agenda.
- Capacity to analyze the gap and ambiguity of laws, and policies of SVAW programme.
- Excellent documentation and reporting skills.
- Good understanding on research, advocacy and campaigns.
- Ability to work in a team.
- Should be gender sensitive and familiar with Human Rights Based Approach.

## Desirable

- A commitment to develop, promote and practice ActionAid's vision, mission, values and strategy.
- Excellent facilitation and advisory skills.
- Negotiation skill, and motivational skill is required.
- Training on women's rights and gender, Partnership management, RBA/HRBA, Reproductive Health Rights,
- Good interpersonal skills.
- Ability to work under extreme pressure and deadline.
- Good communication and report writing skills both in English and Bangla.

## Application instructions

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

- Last date of application is **26 August 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.