

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 candidate for the following position:

## **Senior Officer - Reporting and Documentation (Re-Announcement)**

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

Department	:	Resource Mobilisation
Location of posting	:	Cox's Bazar
Types of contract	:	Fixed term contract
Duration of Contract	:	01 (one) year
Number of Position	:	01
Salary and Benefits	:	Competitive salary with other admissible benefits such as mobile & internet allowance, medical benefit, group life insurance etc

### **Job Summary**

This position is primarily responsible to support in reviewing the quality and donor compliance of donor reports developed in collaboration with Programme, MEAL, Communications and Finance teams and support developing project proposals and concept notes. Besides, the post-holder is responsible to prepare and support reporting and knowledge management of the donor funded overall Rohingya Response programme for internal and external sharing. The post-holder is also responsible to develop and review case studies, human interest stories and other communication materials to ensure quality in line with AAB and donor requirements.

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

#### **Ensure necessary support in Programme Development. (40 % of time)**

- Assist Lead – Programme & Partnership Development and other teams to develop project proposals, logframe, budget and other materials as per requirement.
- Conduct donor mapping, screening, and analysis of funding opportunities and donor strategies for AAB's Rohingya Response Programme.
- Support funding pipeline management, analysis and tracking acquisition efforts as per AAB's fundraising strategy.
- Perform ActionAid's Contract Management System (CMS) functions to track funding opportunities, manage proposal activities and projects that we successfully secure.

- Support partnership management and coordination, including donor relationship management, consortium management and external donor visits.

## **Reporting and documentation (40 % of time)**

- Preliminary review, quality control and feedback of monthly, quarterly, and annual progress reports.
- Ensure timely and quality reporting submission, and revisions based on internal and donor feedback as per reporting schedule.
- Accurately record and disseminate the minutes of internal/external meetings.
- Assist in gathering and reporting of specific information as requested by the Rohingya Response Programme management, Communications and Resource Mobilization department.
- Ensure timely documentation of relevant events (in camps and Cox's Bazar) and submission of relevant event reports.
- Support the development of fundraising communication materials such as capacity statements, situation reports, human interest stories, case stories to widely share the impact of AAB's RRP.

## **Participate in programme evaluation and monitoring missions. (20 % of time)**

- Ensure support in collating and streamlining project learning (best practices) and knowledge capture, based on the documentation from the project team.
- Participate in joint monitoring missions of various donor-funded response projects in Cox's Bazar to periodically assess performance against expected results committed by AAB and share findings with management.
- Participate in needs assessment, evaluation, and studies to inform programme design and intervention strategy.

## **Relationships**

- Senior Officer - Reporting and Documentation will report to Lead- Programme and Partnership Development.

## **Required Educational Qualification and Experience**

- A university graduate degree preferably in social science, English, Development Studies, or related discipline

## **Experience**

- At least 3–4 years of experience in the development sector and at least 2 years of sound experience programme development, reporting and documentation.
- Extensive hands-on experience in supporting strategy and programme development

- Experience in working with INGOs/NGOs is preferred.
- Experience with reporting and journalism is an advantage.
- Previous experience in working on development programme quality and knowledge management is desirable.

## Application instructions

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

- Last date of application is **Thursday, 24 November 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 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.