

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

Programme Officer/Senior Programme Officer – Advocacy and Campaigning (Maternity Replacement)

Unit	:	Young People
Project	:	Action4Transformation (A4T) Project
Location of posting	:	Dhaka
Types of contract	:	Fixed Term, For Six Months (if not extended).
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary 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 incumbent will be responsible to implement the advocacy initiatives of the SPA II Project at local and national level and supporting all the strategic partners, including the youth partners, for planning, implementation and monitoring of the advocacy and campaign initiatives. In addition, S/he will be actively engaging strategic partners to develop collaborative initiative. In addition, the incumbent will connect with the youth and strategic partners for evidence generation and developing coherence in the intervention while supporting youth led changes.

Besides, s/he will support the partners to achieve the intended outcome of the project according to the project respective outcomes. The incumbent will also provide support to carry out national level advocacy and campaign through connecting young people, their platforms and relevant national level government and civil society stakeholders.

S/he will be reportable to the Programme Manager and take the strategic guidance for supporting implementation at various levels.

Key responsibilities include (not limited to):

Lead SPA II advocacy and campaign Initiative:

- Develop advocacy and campaign strategies on youth led change on climate justice, including the energy transition, water movement, agroecological intervention, and accountable public service considering fragile context in collaborating with the various internal and external stakeholders.
- Develop comprehensive plan for advocacy and campaign at national level in collaboration with strategic partners, colleagues and stakeholders.
- Guide strategic partners for advocacy and campaign initiatives
- Plan and implementation advocacy and campaign activities engaging with the media.
- Provide strategic support for designing and implementing activities at national level independently and with strategic partners.

- Support to develop harmony of advocacy interventions in among Localised Youth Hub, Programme and partner level work.
- Support to evidence generation and research initiative from the lens of marginalised community and young people especially women according to the project objectives and prepare policy brief, advocacy and campaign materials.
- Develop harmony and engage in-between the local and national level work for the purpose of advocacy and campaigning.
- Liaise and maintain a network of contacts amongst policy counterparts, government, civil society, and academia to implement youth and gender responsive plan by following relevant national policy, including youth policy, national budget for youth and marginalised.
- Make sure HRBA and Reflection-Action Practice are embedded in programme implementation process.

Support strategic partners at various level to develop

- Develop effective collaboration with the existing and new strategic partners according to the project objectives and develop new partnership and collaboration.
- Prepare ToR , Guidelines for the implementation of the activities at various level;
- Regular follow up and collect updates from the implementing partners and provide need-based support.
- Develop relevant thematic document, regular contextualization of the document and share with the partners.

Reporting, learning sharing and supporting to the implementing partners

- Support to project and programme implementation as and how required.
- Support strategic and youth partners in reporting, compile and finalise quarterly, half yearly and annual report according to the template.
- Develop and document case stories to share across the donor and senior management level.
- Facilitate regular and annual review and reflection process with partners and produce reports to share.
- Support implementing partners for designing advocacy and campaign initiative in the collaboration with relevant colleagues.

Relationships

S/he will report to Lead – Young People 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

- Graduate degree in Mass-Communication, Journalism, Development Studies, Social Science or a complementary degree.

Experience and Technical Skills

- At least 2-3 years of professional experience in communication field in a reputed organisation;
- Excellent writing skills both in English and Bengali
- Strong capacity in storytelling, branding and promotion.
- Hands-on knowledge in photography and videography
- Strong analytical skills and ability to develop visual representation.
- Able to take a decision in a timely manner, prioritize and multi-task work seamlessly.
- Good skill in negotiation.
- Good leadership qualities and ability to manage a team consisting of diverse skill set.
- Training on professional writing, i.e., media reporting, media article, case study/story, press release, content writing, etc

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 accordingly. 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 **01 May 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.