

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

Project Manager – Eu Peacebuilding Project *(Re-Announcement)*

(Those who applied before, need not apply again)

Project Name	:	Youth-Led Peacebuilding and Social Cohesion Initiatives in Bangladesh and Myanmar (EU Peacebuilding) Project
Strategic Priority	:	Youth and Just Society
Location of Posting	:	Cox's Bazar
Types of contract	:	Fixed Term Contract up to 31 October 2027, depending on the funding availability
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary BDT. 135,075 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 "Youth-Led Peacebuilding and Social Cohesion Initiatives in Bangladesh" is a three-year EU funded project based in Cox's Bazar, implemented in partnership with SHED. The project focuses on strengthening the capacity of local youth, particularly women, and civil society organizations (CSOs) in Bangladesh to engage in effective and sustainable conflict prevention, peacebuilding, and crisis preparedness.

The position requires a deep understanding of peacebuilding strategies and the ability to implement peace and security initiatives among youth groups in both Rohingya and host communities. The incumbent will focus on enhancing the security, entrepreneurial, and livelihood skills of young peacebuilders, empowering them to contribute to conflict prevention, resolution, and the promotion of social cohesion within and across communities. Additionally, the role involves fostering inclusive local governance mechanisms to support peace processes.

Strong networking and liaison skills are essential for this role, as it involves collaboration with various stakeholders, including the Government of Bangladesh (GoB), the Refugee Relief and Repatriation Commissioner (RRRC), NGOs, UN Clusters, working groups, and CSOs at the Cox's Bazar level. The incumbent will be instrumental in building and strengthening networks to support peacebuilding efforts in the region

Key responsibilities include (not limited to):

Project Management (40% Time)

- Localized strategy development to achieve project goals and impact and lead to efficient project management.
- Develop annual and quarterly work plans, budgets; update the project description and activity plans and coordinate with the relevant stakes and implement in coordination with the Youth & Just Society (YJS) team, Partnership Development (PD) team and MEAL team of AAB. Maintain dotted relation with ActionAid UK (AAUK) and ActionAid Myanmar (AAM).
- Provide strong servant leadership, encourage, support, coach and mentor the project team, ensuring capacity is built and appropriate results are attained.
- Maintain and report on the monitoring, evaluation and learning of the project, to ensure detailed and strategic reports are prepared for AAB annual reports, donor reports as per agreed timeline and plans.
- Provide regular updates to AAB CO, YGS about the project implementation. Coordinate with AAM for programmatic synergy as and when necessary. Play secretariat roll with the PMU and CPSC. Coordination with AAB Cox's Bazar Leadership Team (CLT) to ensure coordinated actions, visibility, branding of AAB.
- Coordinate with the MEAL and Comms team to set up the accountability mechanisms and showcasing the project.

Partnership Management (25% Time)

- Manage local partnership with the implementation NGO and target Youth Organizations.
- Finalize and rollout PNGO level planning, establish partnership strategy with PNGO, and continuously support them to achieve expected results as per the project objective and detailed logical framework.
- Establish synergy with PNGO senior management and report back to AAB and PNGO senior management about the process facilitations, planning, progress, challenges and ways of working.
- Ensure and monitor the allocation of resources in the most efficient and cost-effective way while aiming for the highest quality of implementation. Closely work with the finance and administration focal point of AAB to ensure timely implementation of the project activities.
- Ensure compliance with AAB and Government of Bangladesh by facilitating partnership policy, procurement policy, safeguarding policy etc., EU guidelines and so forth in line with HRBA and CSP VI of AAB.
- Organize regular review-reflection meeting with the team and partners to analyze implementation status and identify the areas of improvements

Networking and Advocacy (10%):

- Develop working relationship with internal/external stakeholders of AAB (i.e. RRRC, UN clusters, sectors and working groups at the Cox's Bazar, CSOs, youth and volunteer groups, press clubs etc.
- Develop strategic relationships and partnership with key stakeholders at Local, District and National Level.
- Establish adequate referral linkage of project target groups with the appropriate service providers, policy makers and other stakeholders.

Documentation and Reporting (10%):

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- Prepare monthly, quarterly, semi-annual, annual and other programme reports and document in time aligning with project design and donor requirement.
- Capture evidence of good practices, change stories on a regular basis.
- Lead the activity and process documentations (ToR, concept papers, RRRC and NGOAB reporting etc.) along with the team members.

Team Building & team management (15%):

- Maintain interpersonal communication in team and organization.
- Strengthening team members' capacity.
- Planning, supervision & appraisal of the team members and PNGO staff.
- Knowledge and capacity building of the team members.
- Coordination with the PNGO project focal point for overall programme management and supervision

Relationships

The incumbent will report to Lead - Youth and Just Society. However, he would require maintain relationships with cross sectional personnel and projects in Cox's Bazar and Dhaka.

Required Educational Qualifications and Experiences

- Post-Graduation degree in Social Science, Anthropology, International Relations, Development Studies, Peace and Conflicts or any other relevant discipline.
- At least 4-5 years' experience in the field of program management, development cooperation, youth programs, managing projects on social cohesion and peacebuilding in Rohingya and Host communities in Cox's Bazar for international agencies or development partners.

Required Technical Competencies

- Familiar with multi-sectoral programmes on peacebuilding, conflict resolution, social cohesion, protection, gender responsive public services, social accountability, freedom of expression without prejudice
- Have experience in organising conferences, workshops, or similar events.
- Possess excellent written and verbal communication skills in English and Bengali.
- Proficiency in using Microsoft Office applications and project management tools.

Required Competencies

Leadership: Possesses a strong grasp of organizational objectives, effectively leads and manages teams, communicates well, thinks strategically, and implements plans to achieve goals.

Emotional Intelligence: Demonstrates a deep understanding of own emotions and their impact, effectively regulates emotions and manages stress, shows empathy and connects with others, and utilizes emotional intelligence to build relationships and teams.

Communications: Exhibits strong verbal and written communication skills, collaborates effectively with internal and external stakeholders, and possesses project management skills to deliver presentations, reports, and monitor progress.

Networking: Demonstrates strong networking skills, represents the organization effectively, identifies partnership opportunities, and mentors team members on networking best practices.

Problem Solving: Analyses complex problems, proposes solutions aligned with organizational policies, prioritizes issues, works collaboratively on implementation, and guides team members on effective problem-solving techniques.

Learning Agility: Actively seeks feedback, adapts to changing circumstances, pursues continuous learning opportunities, and encourages others to learn and adapt, including technological tools.

Planning and Organising: Considers various factors in the planning process, identifies activities for service improvement, challenges inefficiencies, removes barriers, and provides resources and encouragement to anticipate and address issues.

Decision Quality: Makes informed decisions based on analysis, considers alternative options and stakeholder perspectives, and takes accountability for decision quality and impact.

Resource Management: Anticipates risks, effectively allocates and controls resources, finds ways to optimize resource utilization, assigns roles and responsibilities for team effectiveness, and manages workload.

Application instructions

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

- The last date of application is **12 March 2025**. Due to emergency, recruitment will be on rolling. The interested candidates are requested to apply early before deadline
- 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.

N.B: There is no cost involved with applying for positions at ActionAid Bangladesh. Any solicitation of funds/money from a job applicant should be regarded as fraudulent.