

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

## **Programme Officer - Youth Hub Mobilisation**

Project	:	Global Platform (GP) Project
Priority	:	Young People
Location of posting	:	Dhaka
Types of contract	:	For Two Years, Up to 31 December 2025
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 71,431 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:**

Young people priority programme of ActionAid Bangladesh is one of the four strategic priorities that supports and creates youth-led action and engages, mobilises and amplifies the voice of young people. The position Programme Officer - Youth Hub Mobilisation requires to plan, design and mobilise young people and their platforms for the purpose of youth-led campaign, advocacy, evidence generation and innovation on climate change and social justice issues. Position will directly facilitate the implementation and mobilization of young people and youth-led activities both at national and local levels as well as will provide technical supports to the youth-led partner organisations. The position will further contribute to agency development and network building of Activista Bangladesh. Ensuring capacity building and technical supports to young people and youth-led organizations at both community and national level to promote agroecological practices and energy innovation is another significant area in which the envisaged role will contribute.

The candidate must have demonstrated experience of working with young people specially grassroots. Should possess sound knowledge of human rights-based approach, feminism, resilience and partnership management and should be willing to work with disadvantaged communities affected by climate change. S/he must have good communication, networking and liaison capacity to build and maintain relationships with relevant stakeholder, departments, and I/NGOs to mobilize and influence young men and women's resilience agenda and policy applications/implementations at local and national levels. S/he should be able facilitate the reporting and documentation process and support the line manager in preparing so.

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

#### **Youth Hub Mobilisation:**

- Develop the National Youth Hub as a melting pot of young people, youth groups and organisations from both local and urban settings. And effectively support the promotion and organisation of youth-led campaigns, movements and capacity building initiatives.
- Develop Localised Youth Hub as a learning and innovation space for the grassroots youths.

- Support, guide and mentor young people through small scale interventions to run various youth-led actions, advocacies, campaigns and social movements at the project locations and capture the outcome from local to national and global level.
- Linking the Local Youth Hub with the national and international platforms and stakeholders.
- Mobilise young people at national, local and LRP area to generate youth led social movement
- Facilitate Reflection-actions Circle at local youth hubs and identify new areas of youth-led actions
- Support GP coordinator in identifying the capacity building requirements at local hub areas and facilitate various capacity building initiatives and after training actions
- Collaborate to develop national level network and mobilise the network in taking climate and digital actions

## **Identifying youth-led innovation and taking actions**

- Identifying innovative areas of actions and support young people and their platforms to facilitate the innovations
- Support actions in the areas of loss and damage, adaptation and mitigation, renewable energy, and alternatives
- Showcase and support youth-led innovations at all levels and promote successful innovations
- Link relevant stakeholders with the youth platforms working on innovative areas and help to seek supports.

## **Identifying areas of social movement and support existing movement**

- Identifying areas of social movement for young people to claim their rights and build social movement.
- Supporting young people's existing social movement and measure progress of the actions
- Mobilise youth network/youth platforms in solidarity actions and present AAB's positions
- Externally represent the youth-led actions and the AAB's youth work.

## **Evidence generation and showcasing**

- Generate evidence on youth-led innovations and process monitoring
- Showcasing evidence of youth-led innovation in the local, national, and international level
- Identify lessons learnt and best practices for knowledge sharing and development of knowledge products
- Preparation and dissemination of promotional materials and knowledge products to mainstream, social media and development partners

## **Follow up activities**

- Follow up the participants of youth-led intervention, identify the change and capture outcomes and develop change stories
- Link former training participants with program/project activities.
- Provide support to former participant's initiatives
- Provide support to GP coordinator to prepare annual plans and budget; and
- Any other tasks as assigned by the supervisor

## **Relationships**

S/he will report to Project Coordinator of this project 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

- Bachelor's degree in International Relations/Public Administration/Disaster and Environmental Studies/Anthropology/Development Studies or a complementary degree).
- Training on networking, climate change related policy analysis and advocacy

### Experience and Technical Skills

- At least 2-3 Years of working experience in the relevant development field in international or leading national organisations.
- Experience in planning, budget preparation, implementation and management.
- Excellent verbal and written communication skills, both in English and Bengali.
- Competencies in operating MS Office, outlook and other necessary application.
- Capacity to understand climate actions related policies to support climate justice at the national and international level.
- Skills to influence relevant stakeholders and networks and mobilize campaigns on social and climate justice at the national and international level.
- Understanding on and application of HRBA approach in programme implementation, monitoring and evaluation.

## 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 **22 December 2023**.

- 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.**