

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

Senior Programme Officer – Resilience and Climate Justice (R&CJ)

Unit/Priority	:	Resilience and Climate Justice (R&CJ)
Department/Directorate	:	Programme, Policy and Campaigns (PPC)
Location of posting	:	Dhaka
Types of contract	:	Fixed Term Contract, initially up to December 2028
Number of position	:	1 (One)
Salary and benefits	:	Monthly Gross Salary will be BDT. 86,674 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 position is to facilitate the implementation of climate justice programme and policies at the national level by supporting the Resilience and Climate Justice Team. The position will contribute to research initiatives related to Climate Justice and support knowledge management and designing of program and policy interventions to deliver the country strategy of ActionAid Bangladesh. Moreover, this position will facilitate the implementation of the resilience programme at LRP having women and young people's leadership at the center of programme analysis.

The position requires a clear understanding of feminism, women's rights, and resilience. S/he should have sound knowledge of human rights-based approach, and partnership management and should be willing to work with disadvantaged communities affected by disasters. S/he must have networking and liaison capacity to build and maintain relationships with relevant agencies, departments, and I/NGOs to mobilize and influence women's resilience agendas and policy applications/implementations at national and international levels. S/he should have demonstrated experience in conducting research of different natures and managing research-based projects. The position should have strong coordination and communication skills and should be a team player to contribute effectively to a diversified working environment.

Key responsibilities include (not limited to):

Strategizing, Developing, and Implementing Programmes, Policies, and Campaigns and ensuring effective knowledge and information management throughout all initiatives:

- Support in the design and construction of social movements on climate justice at local, subnational and national level.
- Network and link movements around climate justice at different levels.
- Provide technical assistance to movement and campaign partners in terms of planning, budgeting and implementation.
- Review relevant policies and draft policy briefs/policy positions.
- Ensure quality of literature review and relevant policies analysis.

- Prepare knowledge material and participate in policy advocacy.
- Document best practices and limitation of resilience intervention.
- Work on documentation and timely reporting of programme/campaign activities.

Networking and Alliance formation

- Participate at different platforms to uphold and influence ActionAid's position on climate justice and mobilization to influence national policies in favor of the climate and disaster-affected communities.
- Provide regular updates and insights on negotiations and positions of key countries/groups to ActionAid Bangladesh and International.
- Strengthened relationships with government, NGOs, and community stakeholders.

Project Management

- Oversee projects and ensure timely delivery of project milestones under R&CJ.
- Develop LRP-wise Resilience Profile highlighting women and young people's leadership.
- Facilitate women-led resilience interventions in targeted LRPs.
- Regularly visit communities within the project area and Local Rights Programmes (LRPs).

Fund Raising and Partnership Management

- Work on fundraising proposals development in collaboration with Programme and Partnership Development (PPD) Unit to increase annual funds from diverse sources.
- Develop & ongoing maintenance of a comprehensive R&CJ donor database
- Achieved donor satisfaction with successful compliance and reporting

Team management and capacity building

- Support in increasing team performance.
- Facilitate capacity building initiatives for team members.
- Conduct capacity building training and workshops for programme & project staff and community people.

Relationships

S/he will report to Deputy Manager/Manager – Resilience & Climate Justice 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/Honors in Social Science (e.g. Climate Change, Environment Science. Economics, International Relations, Development Studies or relevant fields).
- Training on Resilience and Climate Justice

Experience and Technical Skills

- A minimum of 3-4 years of experience in international or national level NGOs.
- Strong understanding of programming issues and policy work.
- Experience in resource mobilization is expected.
- Knowledge of climate science, rights-based approaches, policy & advocacy, disaster risk reduction (DRR).
- Gender-sensitive with an understanding of Child Safeguarding, Sexual Harassment and Exploitation and Abuse (SHEA), and Prevention of Sexual Abuse and Exploitation (PSEA).
- Ability to work effectively under pressure and meet multiple deadlines.
- Excellent communication and report writing skills in both English and Bangla.
- Experience in budgeting, financial planning, and management is appreciated.

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 **17 October 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.