

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

Head of Programme, Policy and Campaigns

Department	:	Programme, Policy and Campaigns
Location of posting	:	Dhaka (with community visit)
Types of contract	:	Regular Contract
Number of position	:	1 (One)
Salary and benefits	:	A competitive salary package will be offered to the deserving candidate with other admissible benefits such as festival bonus, provident fund, gratuity, medical benefit, group life insurance, etc., as per HROD Policy.

Job Summary:

The Head - Programme, Policy and Campaigns provides strategic leadership for overall programme development, implementation and monitoring of ActionAid Bangladesh (AAB) programmes, projects and advocacy initiatives. S/He also ensures effective management, coordination, inter-linkage, keeping intersectionality as a priority, emphasising women's rights and gender equity, young people, resilience, climate justice and resilience across the programme.

Key responsibilities include (not limited to):

Strategic Leadership

The Head of Programme, Policy and Campaigns will take responsibility for setting strategy, developing comprehensive policy, and leading colleagues across the strategic priorities. S/He will lead to developing programmes in line with the Country Strategy. The incumbent will lead to the implementation of AAB programmes through the Strategic Priorities Managers and the respective teams. S/He will ensure all programme activities are grounded, strongly inter-linked and responsive to the changes in the political, social, and economic environment. Furthermore, the Head of Programme, Policy and Campaigns will review and ensure the alignment of programme priorities, strategies and plans to the CSP and the broader ActionAid International Strategies. As a member of the Senior Leadership Team (SLT), S/He will contribute to the strategic direction, delivery and decision making.

The Head of Programme, Policy and Campaigns support the Country Director to lead the development of the Country Strategy Paper (CSP) for five years. S/He, with the support of the Country Director and SLT members, will review and ensure the alignment of programme priorities, strategies, and plans to the CSP and broader ActionAid International (AAI) strategies and plans.

Policy Research and Advocacy

The incumbent will closely work with the Country Director to develop a policy research and policy advocacy strategy. S/He will lead the consultation process with the grassroots level programme participants and bring their issues to the national and international level through the advocacy strategy of AAB. S/He will oversee the development, implementation, monitoring and documentation of the outcome of the periodic advocacy plans. The incumbent will initiate appropriate research to improve the quality of community-level work and influence change in national-level policies. S/He will contribute to providing forums through which civil society and the general public can engage in parliamentary policy-making processes. Developing policy briefs and media strategies that inform stakeholders of the policy

positions of ActionAid is one of the key activities of this position. S/He will ensure strong inter-linkages of Policy Advocacy work with programmes and projects of ActionAid Bangladesh. S/He will develop and lead the implementation of and accounting for mechanisms that promote human rights-based approach with a specific focus on women's rights.

Programme and Project Management

The Head of Programme, Policy and Campaigns will ensure that AAB has a high-quality, well-documented and cost-effective programme aligned with strategies and AA approaches. The incumbent will track the trends in contemporary development programming and programme management practices and provide advice/recommendations on the key developments to the Country Director and Senior Leadership Team. S/He will come up with new ideas and innovations in Programme and Project Development.

People Management

Strategic Priority managers and the projects managers will be directly reportable to the Head of Programme, Policy and Campaigns. S/He is responsible to provide strategic and operational support to the team through the Strategic Priority and Project Manager. S/He will take the leadership role to create an enabling working environment where every team member will be able to show their full capacity of work. S/He will adhere to the feminist principles and other organisation approaches and policies which includes but are not limited to the core values, code of conduct, safeguarding policies and other policies to lead and manage a diverse team.

External Engagement and Networking

The Head of Programme, Policy and Campaigns will represent ActionAid Bangladesh at various network and alliance meetings, knowledge sharing and learning forums. S/He will be the first contact point of AAB for ActionAid International, Federation members, and other Country Programmes on issues related to Programme, Policy Advocacy and Campaigns. S/He will provide inputs to ActionAid International in regards to the strategic implementation of the programme and campaign-related initiatives based on AAB experience and learning. S/He will initiate and maintain networks and alliances with civil society organisations, academic and research institutions relevant to the focus and priority of ActionAid programmes. S/He will maintain strong professional networking with local government and respective secretariats and agencies.

Partnership Development and Fundraising

The Head of Programme, Policy and Campaigns is responsible for the implementation and monitoring of the AAB Partnership strategy and plans along with Partnership Development Team and the Local Rights Programme team in tandem with the Partnership strategy and guidelines. Conduct capacity assessment for partners, identify their training needs and develop capacity-building programmes for partners where relevant.

The Head of Programme, Policy and Campaigns will ensure that strategic priority units/programme team are engaged in developing concept notes and proposals as per the plan coordinated by the Resource Mobilisation team. S/He will provide strategic direction to develop the concept notes and proposals. S/He will maintain a strong professional network and relationship with donors, philanthropists, embassies and other relevant stakeholders.

Financial and Budget Management

The Head of Programme, Policy and Campaigns will provide inputs to the development of the country's annual budget and resources allocation as a member of the SLT. S/He will monitor, review and update the programme activities work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible. S/He will review and approve programme concepts and budget. S/He will review programme expenditure to ensure conformity of Financial Policies and Manuals.

Monitoring, Learning and Knowledge Management

The Head of Programme, Policy and Campaigns will monitor the programme and project activities and implementation within the target framework. S/He will provide strategic support to the managers to ensure

the smooth operation of the programme and projects through regular monitoring. S/He will develop and lead the implementation of processes to review the CSP (e.g. Mid-term review of CSP and end of strategy reviews) with the Manager Monitoring, Evaluation, Accountability and Learning (MEAL). The incumbent will work closely with Manager – MEAL and Manager - ICT to build a culture and platform of knowledge development and sharing.

Relationships

The person holding this position will be directly reportable to the Country Director of ActionAid Bangladesh. S/he has to maintain a functional relationship with his/her peers, greater programme team, including project teams under the Programme Directorate. S/He will be the line manager of the strategic priority managers, Manager – Local Rights Programme and relevant Project Managers. S/He must be able to communicate with other teams and units, both programme and functions.

The Head – Programme, Policy and Campaigns will maintain a strategic relationship with external stakeholders such as relevant Government offices, donor agencies, Local Rights Programme Partners, relevant networks and others. Also, maintain a strategic relationship with ActionAid Federation and other Affiliate and/or Associate Members. Prepare and submit reports to the ActionAid International Bangladesh Society (AAIBS) Executive Board and General Assembly, particularly to the AAIBS Programme Committee of the Board.

Required Educational Qualification and Experiences

Education

- Post Graduate/Master Degree in social science or international studies are desirable. Training in project management, project development, Human Rights-Based Approach, Participatory Approaches and methodologies, Governance, Civic Empowerment and Accountability, Monitoring and Evaluation is preferable.

Experience

- A minimum of 5+ years in leading programmes in development work and human rights-based programmes.
- Experience working as Head of Programme Department for similar organisations is an advantage.
- In-depth understanding of programming issues and policy work at national and international levels.
- Understanding of rights-based approach and gender issues in the development context and demonstrable commitment to promoting gender equality within the organisation and in programme work.
- Experience in managing funding from a diversity of sources. Experience in fundraising work with institutional/ government and corporate donors
- Experience in leading multiple teams

Required Competencies

- Strategic planning and management skills and experience.
- Analytical and crucial thinking skills
- Understanding and knowledge of public policy formulation, policy research, analysis and policy advocacy.
- Understanding of Human Rights-Based Approach to development.
- Programme and project management skills.

- Experience in Programme review, monitoring and evaluation.
- People management skills and a team player.
- Budgeting and financial planning and management skills.
- Proposal development and fundraising experience.
- Excellent communication skills.
- Networking and stakeholder management skills, including partnership management.

Application instructions

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

- The last date of application is **Tuesday, March 15, 2022.**
- 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.