

**ActionAid is a global movement of people working together to achieve greater human rights for all and defeat poverty.**

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

**Protection Lead**

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| Unit | : | Humanitarian Programme |
| Location of Posting | : | Cox’s Bazar |
| Contract Duration | : | 01 Year |
| Number of Position | : | 01 (One) |
| Salary & Benefits | : | Competitive salary and benefits (such as mobile & internet allowances, medical benefit, group insurance coverage) will be offered to the deserving candidate |

**Job Summary**

ActionAid Bangladesh (AAB) has been responding the Rohingya Crisis in Cox`s Bazar since beginning of current influx in 2017 and working on Protection, Site Management and Site Development (SMSD), Disaster Management, WASH, and Food Security and Livelihood. Being a prominent protection actor in the Rohingya response programme, AAB is working on general protection, prevention of GBV, and for protection of GBV survivors. AAB also playing a greater role in Protection sector, GBV sub-sector and the GiHA working group. AAB is implementing numbers of projects on protection issues funded by UNHCR, UN Women and UNFPA.

AAB is seeking for a competent Protection Lead, to lead its protection team under Rohingya Response Programme in cox’s Bazar. S/he will represent AAB in the relevant ISCG sectors and will have a leadership role. The incumbent will also be responsible for maintaining of ActionAid’s working standard and approaches, Core Humanitarian Standards (CHS), Monitoring, Evaluation and Accountability Framework in all projects in her/his portfolio. S/he will support the Resource Mobilization team for fundraising initiatives and represent ActionAid Bangladesh as and when required in the capacity of a coordination and collaboration.

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

**Programme Management, Advocacy and <onitoring, the delivery of results**

* Provide strategic direction and overall technical support to the Protection programme, ensuring that it is aligned with the protection sector’s objectives and indicators, protection principles, and ActionAid’s Women-led Protection approach and its feminist principles.
* Ensure projects deliverables and activities are of high quality, meet humanitarian standards, mainstreamed protection and aligned with Protection Programme Framework.
* Lead on the implementation and review of the quality of services to ensure programming reflects standards for best practice.
* Develop, update, and ensure quality implementation of internal Standard Operating Procedures for protection programming, in consultation with the line manager and the operation team members.
* Support Managers and Coordinators of relevant projects to adapt their program activities as per agreed process and principles and mainstream protection in all projects’ activities and implement the projects successfully to achieve its protection results.
* Participate in monitoring and evaluation exercises, project reviews, and annual sectoral reviews with government and other counterparts and prepare reports on results for required action/interventions at the higher level of programme management as well as with donors.
* Conduct comprehensive needs assessment within the targeted communities to identify existing vulnerabilities, resource and capacities related to protection and livelihood.
* Evaluate the effectiveness of the advocacy campaign by collecting feedback from stakeholders, assessing changes in community resilience indicators, and documenting success stories and lessons learned for future advocacy efforts.
* Monitor and report on the use of project resources (financial, administrative, and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures, and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders.
* Guide preparation of sectoral progress reports for management, donors, and partners.

**Programme Development and Planning**

* Contribute to program development and design, to ensure interventions are responsive to needs and informed by understanding of the context and sectors and government policies, procedures, and guidelines.
* Provide timely, comprehensive, and current data to inform protection programme development, planning, management, and implementation in the camps and keep abreast of protection sector development trends for maximum efficiency and effectiveness in programme design, management, and implementation.
* Provide technical and operational support throughout all stages of programming processes and ensure integration, coherence, and harmonization of protection with other AAB sectors, for the achievement of the protection results.
* Mainstream gender and other cross-cutting issues such as AAP, PSEP, AGD, and inclusiveness in program development
* Design and lead assessments/study/research aimed at generating a strong evidence-based protection programme.

**Networking, Coordination and Representation**

* Maintain regular working relation with Manager – Women Rights and Gender Equity (WRGE), AAB and Global Women’s Protection Advisor with IHART, ActionAid International
* Ensure AAB's dynamic leadership and engagement in all coordination forums at the Cox’s Bazar level, emphasising a proactive and participatory approach including but not limited to the Protection Sector, GBV Sub-sector, and GiHA Working Group, as well as any other pertinent technical task teams and working groups as deemed necessary.
* Forge strong working alliances with both international and national actors/organizations dedicated to Protection-related advocacy and programming.
* Build strong working alliances with other international and national actors/organizations working on Protection-related advocacy.
* Maintain effective working relationships with other key partners, including donors, government actors, UN agencies, international and local NGOs, local administrations and other relevant actors.

**People Management & Capacity Development**

* Mentor the direct reports, communicating clear expectations, setting performance objectives, providing regular and timely performance feedback.
* Support HR team in recruitment, capacity development and facilitating leadership development of the programme team.
* Coach, train, and mentor team members with the aim of strengthening their technical capacity, exchanging knowledge within the team.
* Provide oversight on staff wellbeing, team building, and performance review.
* Oversee enforcement of safeguarding policies and procedures (SHEA, PSEA & Child Safeguarding) and build staff capacity to improve practice level.

**Donor Relations and Stakeholder Management**

* Cultivate and maintain relationships with current and potential donors.
* Communicate the impact and success of the programme to donors, keeping them engaged and informed.
* Collaborate with the communication team to create promotional materials and campaigns that highlight the program’s impact and attract donors.
* Utilize various formal and informal channels to reach potential donors and stakeholders.
* Build and maintain relationships with potential partners, collaborators, and other organizations that may contribute to fundraising efforts.

**Relationships**

The Protection Lead will report directly to the Head of Humanitarian Programme at ActionAid Bangladesh. In this role, they will establish and maintain functional relationships with peers, the broader programme team, including project teams, and other priority teams within the organization. Effective communication with both programme and operational teams is crucial. The incumbent will collaborate closely with the ActionAid International Gender and Protection Team, relevant clusters in Cox’s Bazar, and engage with donor communities.

**Required Educational Qualification and Experience**

* Master’s degree preferably in Social Science / Gender Studies / Development Studies and relevant field.
* At least 5-7 years of professional experience programme/project management and advocacy on protection and livelihood with a reputed organization.

**Technical Skills**

* Good understanding of and experience in designing and implementing humanitarian response programme particularly protection programme particularly in refugee context.
* Strong program/technical, project management, advocacyand budget management skills
* Experience in writing proposals and working with major institutional donors, UN agencies and Trust & Foundation
* Proven knowledge of Protection, Gender, SRHR, Women, and child rights issues.
* Has good understanding on Partnership management.
* Policy advocacy and campaign
* Sound in participatory development process and HRBA
* Understanding of Govt. working system and activities.
* Ability to manage multifunctional team.
* Excellent in both written and oral communication in Bengali and in English.
* Proficiency in MS Office package.
* Presentation,documentation and communications skill.
* Comprehensive understanding of and experience in designing and implementing Humanitarian Response Programmes, particularly in the context of protection, especially within refugee settings.
* Robust programme, project management, advocacy, and budget management skills.
* Expertise in crafting proposals and collaborating with major institutional donors, UN agencies, and Trust & Foundations.
* Demonstrated knowledge of issues related to Protection, Gender, SRHR, Women, and Child Rights.
* Proficient in Partnership management with a solid understanding of Policy advocacy and campaign strategies.
* Sound familiarity with participatory development processes and a Human Rights-Based Approach (HRBA).
* Understanding of governmental working systems and activities.
* Ability to effectively lead multifunctional teams.
* Excellent written and oral communication skills in both Bengali and English.
* Strong skills in presentation, documentation, and communication.

**Required Core Competencies**

* Leadership: *The ideal candidate should have a strong understanding of the organisation's goals and objectives, possess strong leadership and communication skills, be able to think strategically and make decisions, and have the ability to develop and implement plans to achieve organisational goals. These skills are essential for contributing to the success of the organisation and driving its mission forward.*
* Emotional Intelligence: *The ideal candidate should possess strong emotional intelligence, including advanced skills in recognising and regulating emotions, responding to others' emotions, and building effective relationships and teams.*
* Communication of Collaboration: *The ideal candidate should have strong communication skills, be able to collaborate effectively with internal and external stakeholders, and possess strong project management skills. These skills are essential for delivering effective presentations and reports, building strong relationships, and successfully developing and implementing project plans.*
* Networking: *The ideal candidate should have strong networking skills, be able to represent the organisation effectively, identify potential partnerships, and mentor team members on networking best practices.*
* Problem-Solving: *The ideal candidate should have strong problem-solving skills, be able to identify and prioritise problems, work with others to develop solutions, and mentor team members on effective problem-solving techniques.*
* Learning Agility: *The ideal candidate should seek feedback and adapt behaviour, manage complex projects, pursue learning opportunities, and encourage others to learn and adapt to new technologies.*
* Decision Quality: *The ideal candidate should make informed decisions, consider alternative options, and be accountable for the quality and impact of their decisions.*
* Action Oriented: *The ideal candidate should surpass expectations, consider various factors for planning, take on new responsibilities, and rarely give up.*
* Resource and Budget Management: *The person in this position will anticipate risks, controls resources and assets, assign roles, and optimises utilisation.*
* Talent Management: *Develop team members' skills and abilities through career planning dialogues, goal-setting, and ongoing training. Encourages learning culture.*
* Feminist Leadership: *Promotes feminist leadership principles and gender-responsive policies, and mentors’ staff to apply these approaches in their work*.

**Application instructions**

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

* + The last date of application is **10 February 2024.**
  + Please [**Click Here**](http://jobs.actionaidbd.org/login) to submit your application.

**ActionAid Bangladesh aims to attract and select a diverse workforce ensuring equal opportunity to 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 child abuse, exploitation and child labor and expects all employees to abide by the Child Protection Policy of ActionAid Bangladesh.**

**N.B: There is no cost involved with applying for positions with ActionAid Bangladesh. Any solicitation of job application costs should be regarded as fraudulent**