

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

Lead – Programme and Partnership Development

Department	:	Resource Mobilisation
Location of posting	:	Cox's Bazar
Types of contract	:	One Year, with possible extension based on funding and individual performance.
Salary and benefits	:	A competitive salary package (consolidated) will be offered to the deserving candidate.

Job Summary:

The primary objective of this position is to secure resources for the sustainable expansion and policy interventions of the ActionAid Bangladesh Rohingya Response Programme (RRP). This role entails raising funds from potential donors, maintaining enduring partnerships, and contributing to strategic planning and quality program delivery. Additionally, as a member of the Cox's Bazar Leadership Team (CLT), you will provide strategic guidance to the RRP team, enhance team members' capacity in partnership and program development, support organisational growth, and collaborate with cross-cutting units. Your role extends to providing necessary support for resource mobilization beyond the RRP's humanitarian response, making it a crucial component in advancing the RRP's mission and sustainability.

Key responsibilities include (not limited to):

Rise funds from potential donors for Rohingya Response Programme:

The role involves the acquisition of financial support from potential donors for the Rohingya Response Programme. This includes providing strategic direction to formulate a comprehensive resource mobilization strategy within the RRP team. Furthermore, it entails understanding donor priorities and aligning the strategies of both AAB's headquarters and the RRP team accordingly. The position also involves the development of top-notch proposals and concept notes tailored to meet specific donor requirements. In addition, initiating and gathering donor intelligence for donor mapping is part of the responsibilities. Lastly, the role focuses on ensuring a consistent and stable growth in income for the AAB RRP portfolio, ultimately contributing to the sustainability and success of the programme.

Maintain long-term and sustainable partnerships with existing & potential donors:

Cultivate enduring, sustainable partnerships with both current and prospective donors. The role encompasses the identification of new partners and the development of relationships with the relevant focal points or desk officers within donor agencies. Active participation in meetings, workshops, and seminars involving donors and partner agencies is essential for nurturing collaboration and open lines of communication.

Furthermore, the position carries the responsibility of ensuring the timely and high-quality submission of donor reports, along with strict adherence to donor stipulations. The successful candidate will play a vital role in keeping the Resource Mobilisation department and the Cox's Bazar Leadership Team (CLT)

informed about ongoing and prospective partnerships. Additionally, the candidate will be tasked with arranging donor visits and offering guidance on external donor audits whenever necessary.

Support on strategic planning and quality deliverables:

Contribute to strategic planning and the delivery of high-quality results by assuming a leadership role in crafting and executing strategies for the Rohingya Response Programme. Foster coordination and cooperation among various support activities, linking projects with the Programme and Partnership Development team encompassing evidence & analytics, communication & knowledge management. Assist project managers and focal points in comprehending donor priorities and achieving excellence in deliverables. Organise quarterly donor reflection sessions and project review meetings with project teams and provide strategic guidance to the RRP team as an integral member of the Cox's Bazar Leadership Team (CLT). Collaborate with cross-functional units and actively participate in various working groups while offering guidance to the programme, finance, procurement, HR and M&E units to ensure donor compliance.

Team building & Team Management:

In the realm of team building and management, the role involves fostering coordination and collaboration with the Head of Fundraising, the central resource mobilisation team, and the RRP team, particularly in areas related to partnership and programme development support, strategic decision-making engagement, donor communication, and capacity building. Ensuring effective team dynamics, the candidate will conduct weekly meetings with team members to establish and oversee individual work plans, monitor team performance, and provide guidance for areas of improvement. Creating an enabling environment that aligns with AAB's mission and vision is a key responsibility, which includes arranging one-on-one meetings with the Head of Fundraising and team members when necessary. Additionally, the role encompasses mentoring and coaching for direct line management.

Relationships

In the capacity of Lead - Programme and Partnership Development, this position entails a direct reporting relationship with the Head of Partnerships and Resource Mobilisation at ActionAid Bangladesh. S/he will closely work with the Head of Humanitarian Programme and Head of Programme and Engagement of ActionAid Bangladesh. It is imperative for the incumbent to nurture effective working relationships with all the project managers and all functional lead especially those within the Cox's Bazar-based programme team.

Furthermore, the Lead - Programme and Partnership Development holds the responsibility for overseeing strategic alliances with funding agencies and other stakeholders. This encompasses the maintenance of a strategic partnership with the ActionAid Federation to foster the development of programmes and projects that align with the organisation's objectives.

Required Educational Qualifications and Experiences

Education

- Minimum master's degree in social sciences, humanities, development studies, human rights, political science or other relevant discipline or relevant experience.
- Excellent English and Bengali language skills (written, reading and spoken).
- Excellent analytical and decision-making skills.
- Training in Core Humanitarian Standards, leadership, safeguarding, programme innovation etc. desirable.

Experience

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- Minimum of five years' experience with an INGO / NGO in a senior/mid-level programme funding position(s) involving proposal development, donor relationship management and reporting.
- Programmatic expertise on any of the following themes: humanitarian interventions, Gender Based Violence in Emergency (GBViE), Protection, Camp Coordination & Camp Management, Food Security & Livelihood, WASH, Disaster Preparedness & Disaster Risk Reduction.

Required Functional Competencies

- Experience of developing successful proposals and/or tender bids to the UN as well as other donors.
- In-depth understanding of logical frameworks as a tool to develop the theory of change and intervention logic.
- Excellent interpersonal, communication and negotiation skills to work effectively in a multicultural environment, often at a distance.
- Ability to prioritise own workload and work with minimal supervision.
- Must have the ability to lead the team to achieve organisation's objective.

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 for application is **Tuesday, October 25, 2023.**
- Please [Click Here](#) to submit your application.

ActionAid Bangladesh is committed to building a diverse workforce and providing equal opportunities to all, regardless of their age, race, gender, sexual orientation, HIV status, ethnicity, disability, religion, or location. Any attempt to influence the selection process through personal persuasion or phone calls will result in disqualification.

Furthermore, ActionAid Bangladesh has a zero-tolerance policy towards Sexual Harassment, Exploitation and Abuse (SHEA), Child Protection Policy, and other relevant safeguarding policies. We expect all employees to adhere to the Safeguarding Policies and Code of Conduct of ActionAid Bangladesh.

Please note that there is no fee associated with applying for positions at ActionAid Bangladesh. Any request for funds or money from a job applicant should be considered fraudulent.