

Job description

Country Programmes Representative - Bangladesh

Reporting to: Regional Representative

Department: International

Location: Bangladesh

Purpose of the job

To provide leadership and management to ensure effective implementation of a new innovative employment programme Bangladesh. Underpinning the whole programme is the premise to create learning and innovative evidence-based approaches for disability inclusion and best practice within the private sector.

Reporting to the Regional Representative for South Asia the position will provide leadership to the programme in country, coordinating the activities of the consortium, which comprises leading INGOs, institutions and national partners. You will ensure the effective implementation of activities and impact by consortium partners to ensure we deliver the commitments in the programme in a timely, efficient and cost effective manner. You will provide overall representation and coordination between member agencies in country, plus liaison with all relevant stakeholders. You will be accountable for compliance and reporting.

The position will also provide overall representation for LCD in Bangladesh, ensuring networking across all relevant national actors, and exploring of new opportunities for reach and impact growth for the organisation.

Key responsibilities

Leadership & Strategic Direction

- To ensure that the programme is implemented according to proposal and in accordance with donor requirements.
- To ensure coordination, monitoring, review, evaluation and sharing of lessons learnt from the activities of consortium members in Bangladesh to support the achievement of outcomes and impact.
- To lead the networking and relationships to ensure effective representation and communication among all relevant stakeholders to support coordinated approaches in the sector and partnership development for optimal implementation.
- To ensure capacity, organisational structures and programme approaches are fit for purpose and able to effectively deliver strategic organisational goals

Financial and risk management

- To ensure optimal use of financial resources; managed in a transparent and accountable manner, consistent with Leonard Cheshire Disability's

and donor policies, systems and procedures, delivering quality results and demonstrating value for money.

- To be responsible for the management and oversight of the programme budget in country
- To ensure compliance of all partners to organisational and donor rules and procedures
- To respond robustly to any suspicions or reports of fraud, safeguarding or other incidents, and adhering to Leonard Cheshire Disability's policy and procedures on investigations
- To ensure Leonard Cheshire Disability complies with all relevant national legal and administrative requirements
- To develop robust beneficiary feedback mechanisms within all programmes

Programme Development & Implementation

- To oversee the overall programmatic performance of the consortium, including project planning and budget follow up at country level
- To ensure the delivery of the programme activities
- To review and suggest improvement the programme to respond to the needs of participants
- To coordinate programme quality across the different agencies and share of best practices
- To organise and facilitate meetings with Consortium members and other relevant partners on progress and learning
- To coordinate monitoring, evaluation and research in order to assess the results of implementation
- To promote a culture of learning and innovation
- To contributing evidence and learning for sector influencing

Representation & Networking

- To create a strong and visible profile for the organisation, as a leading actor in disability inclusion
- Communicating information regarding Leonard Cheshire Disability and its programme at National level to Government, Donors, DPOs and NGOs, alliances and networks across a range of fora.
- To represent Leonard Cheshire Disability in strategic national and international meetings
- To ensure relationships and formal agreements with the government are maintained and updated.

Person specification

Essential Requirements

- Relevant post graduate qualification
- Three to five years' experience in senior position with an international NGO
- Management of disability inclusive programmes
- Previous work in a similar context

- Management of systems and finance functions, including knowledge of donor compliance
- Experience of working with major international donors
- Excellent communication and interpersonal skills and a confidence to engage and represent Leonard Cheshire Disability at public fora, media and donors.
- Commitment to Leonard Cheshire Disability's mission, vision and goals, and our target group
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Key competencies & skills

- Delegation, time management and prioritizing skills
- Computer literate and excellent knowledge of Microsoft Office packages.
- Understanding of digital technology and its applications in programmes
- Excellent English

KEY PERFORMANCE INDICATORS

- All duties and responsibilities within this job description to be carried out in accordance with current Key Performance Indicators (KPIs)